



Information session PhD students Faculty of Business and Economics

30 March 2021



# CONTENT

- Welcome at FBE
- Who is who
- From application to public defence
- Doctoral study programme
- Progress and evaluation process
- Practicalities





#### **3 PhD titles:**

- Doctor of Applied Economics

 Doctor of Management (= Ex. PhD programme in collaboration with AMS, Antwerp Management School)

 Doctor of Social and
 Economic Sciences (together with faculty of Social Sciences)

About 20 to 25 defences/year

seven research domains (<u>departments</u>)

> PhD at FBE

About 170 PhD students

Young Research Network Goal: get to know each other / share experiences Informal after-work & lunch events Join on Facebook or LinkedIn



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 <u>online</u>

#### **Course organization**

- > Not accepted for credits in the FBE doctoral programme
- Free of charge
- listed on <u>website</u> register through SisA

#### **Contracts for joint or double PhD**



# Faculty of Business & 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?

- Academic structure FBE
- Administrative structure FBE





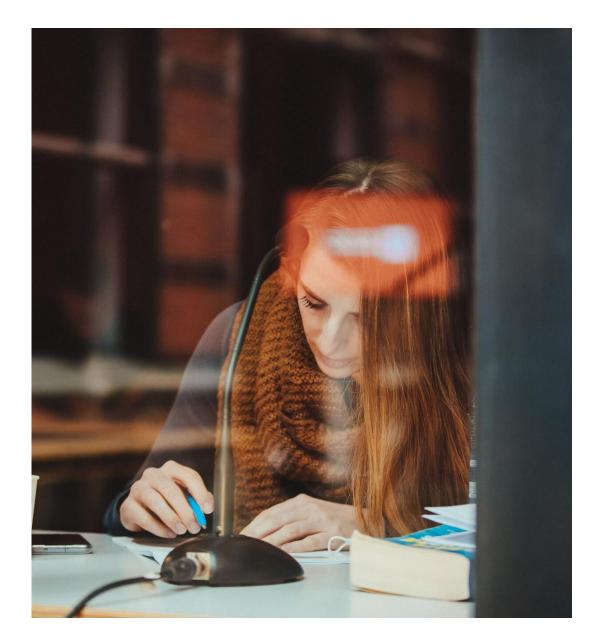
# PhD student

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

The IPC will be appointed by the FDC and FB

#### **Composition IPC:**

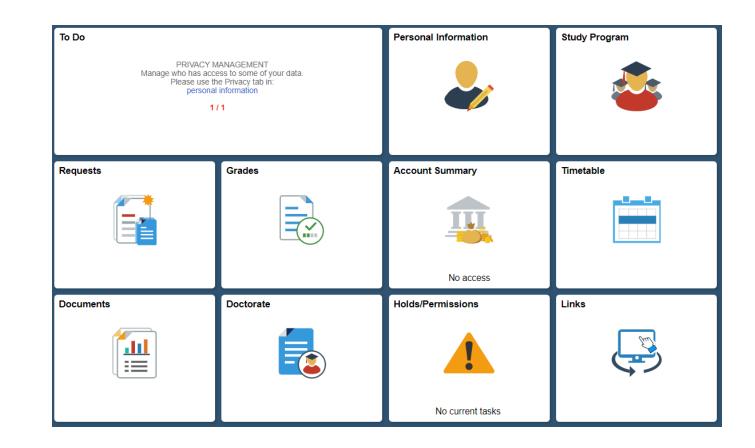
- Supervisor(s)
- Chair (ZAP member)
- External member
- One of the members is not directly involved in the PhD research
- All members hold PhD degrees





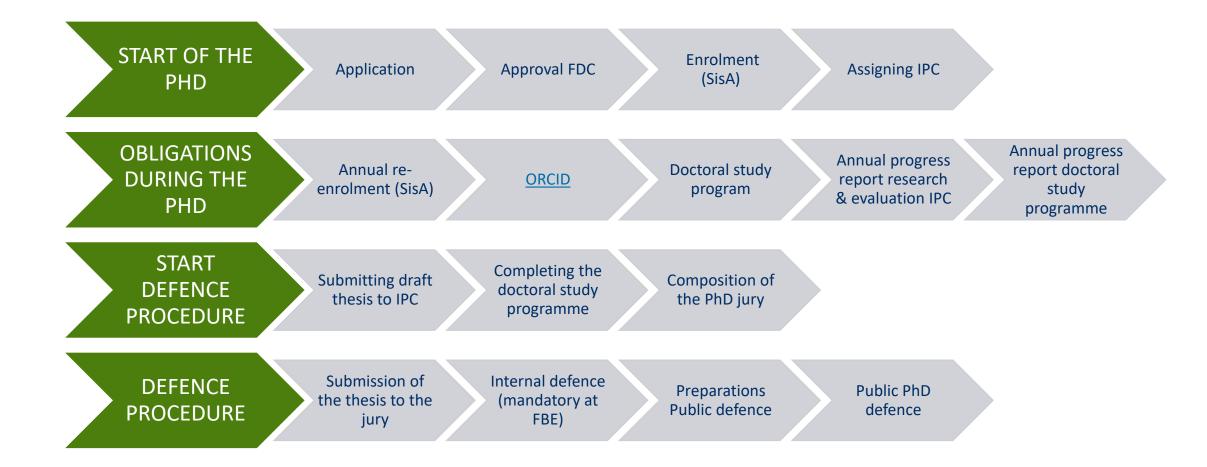
# **UAntwerp student Account**

- Check your Antwerp student mail regularly! General announcements are communicated on this account.
- Sisa self-service module
  - Personal details
  - Manage your activities
  - Enter and check reports
  - Re-registration
  - Enroll for ADS competence courses
  - Check educational credit





# FROM APPLICATION TO PUBLIC 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.



Fully integrated in the **<u>competence profile</u>** of the ADS.

Develop the competences necessary to complete your research project & prepare yourself for your post-doctoral career (more info on the <u>ADS website</u>).

#### **30 credits**



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

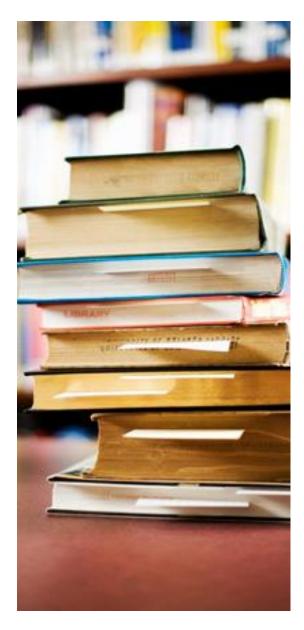
# Which activities are allowed in the FBE doctoral study programme?

### 6 types of activities

- 1. PhD courses related to your research
- 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)





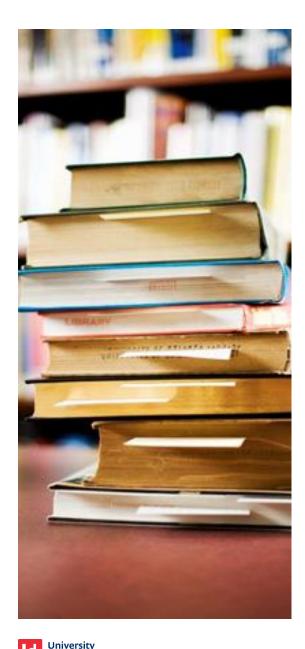


# 1. PhD courses mandatory

#### **Category A - Research skills and techniques**

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





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# 1. PhD courses additional

#### **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, <u>exceptionally</u> the upfront approval of an advanced master course can be requested

⇒ worth half the credits

Initial master courses are never accepted!

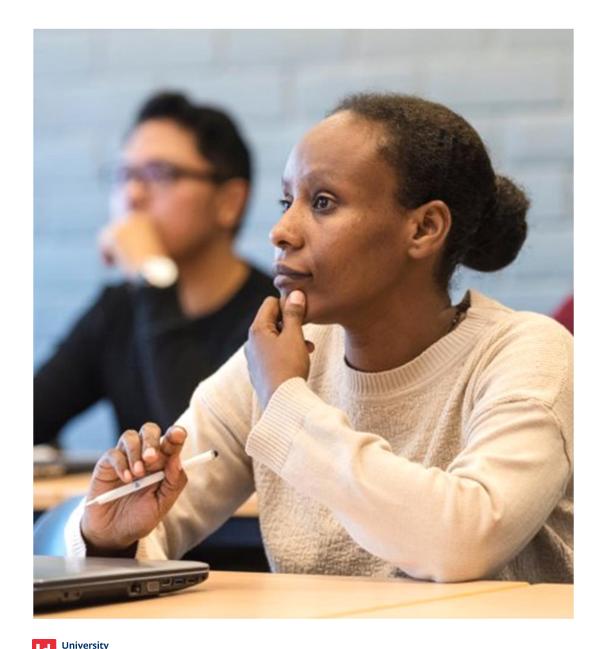
# 1. Which PhD courses? on offer

- Fixed list of courses
  - 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 (minor administrative fee for KU Leuven courses)
- Registration deadline 2 x per year

More information?
PhD courses FBE







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# 1. Which PhD courses? external courses

- PhD courses at national or international universities or institutions
- Course has to meet following 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





# 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





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# 4. Publications

#### **Category D - Personal efficiency**

- Maximum 15 credits
- ONLY when recorded in the <u>academic bibliography</u>
- 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 <u>maximum of 6 credits</u> 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 (invited speaker, poster, ...)
- Has to be on academic conference







## 6. Doctoral Day FBE

#### **Category F - Networking and teamwork**

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





# 6. Doctoral Day FBE

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

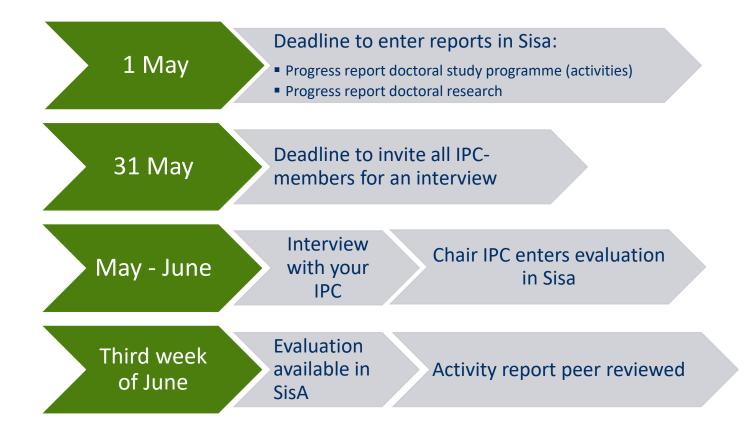
Save the date! Next Doctoral Day on 19 October 2021



# **PROGRESS AND EVALUATION REPORTS**

- Mandatory annual process
- Deadline 1 May
- Two reports submitted in SisA

# **Progress & evaluation report: overview**





# 1. Progress report doctoral study programme (activities) Enter activities

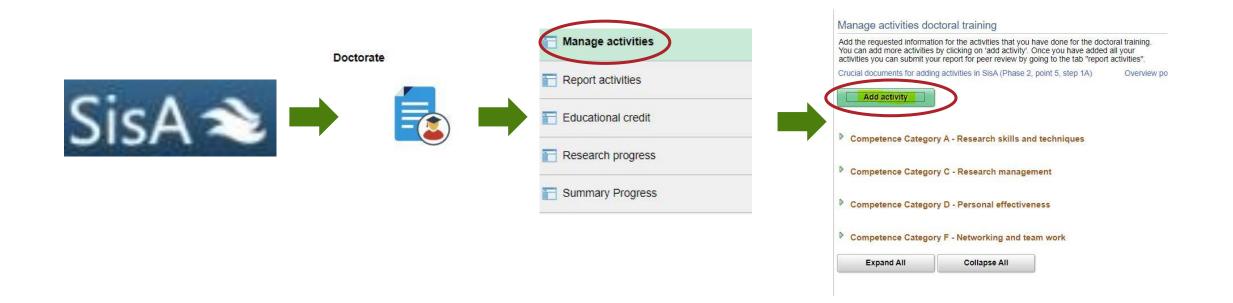
- Year round
- Only completed activities
- Only activities recognized by FBE! In SisA, activities for all faculties are listed
- Dynamic screen: entry fields will vary per type
- Use the FBE guidelines to determine:
  - which category
  - credits
  - supporting documents

Entering activities in detail: <u>https://studhelp.uantwerpen.be/ro\_helpdesk/knowledgebase.php?article=206</u>

#### ➤ FBE guidelines



# 1. Progress report doctoral study programme (activities) Enter activities





	Add to next progress report		
Date Added:	04/03/2020		
Activity ID:	5	Date Added:	16/02/2021
*Туре:	· · · · · · · · · · · · · · · · · · ·	Activity ID:	17
*Activity:	1. Courses & career developm.	*Type:	1. Courses & career developm.
*Competence category:	2. Education & (acad.) serv. 3. Publ.& prod./creations 4. (Academic) Communication	*Activity:	Course
*Title:	5. Project prop.& recognitions	*Competence category:	Competence Category A - Research skills and techniques
*Points:		*Title:	
	Use a comma as separator for the decimals. You can enter only 1 decimal.	*Organization:	
Remarks:		*Type course:	~
Supporting link		*Location:	
		*Number of contact hours:	
1	//	*From:	
A valid URL should start with http:// d	or https://	*То:	
Add URL		*Speaker(s)/professor(s):	
Add URL	Delete URL(s)	ECTS (if applicable):	
Supporting documents			Exam taken
		*Points:	
1	Upload attachment	Remarks:	Use a comma as separator for the decimals. You can enter only 1 decimal.
You can upload your supporting doc than 50 characters. You can convert have provided an URL to certify your the box next to your file and click on	cuments here. You can upload 3 PDF- or .png files of maximum 5 MB. The file name cannot have more t an email to PDF in Outlook by choosing "Print" and then clicking on "Save as Adobe PDF". If you ir activity it is not compulsory to upload a supporting document as well. If you want to delete a file, tick "delete file".	Remarks.	
Add attachment	Delete attachment(s)		
	Cancel Save		

# 1. Progress report doctoral study programme (activities) Enter activities

#### Add activity

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

▼ <sub>NEW</sub>	
	copy uncertified activity
Add to next progress re	port

- Each activity is automatically marked to be added to your next report: If you do not want to add it yet: untick the box
- Copy uncertified activity: if an activity was rejected the previous year, you can retrieve it here, adjust it and report it correctly



# 1. Progress report doctoral study programme (activities) Reporting activities

Student Selfservice					Doctorat
Manage activities	Sole	ect term			
Report activities		t a term then select Contir	nue.		
Educational credit		Term	Institution	Report status	
Research progress		Academiejaar 2020-2021	Universiteit Antwerpen	Not submitted	
Summary Progress	0	Academic year 2019-2020	Universiteit Antwerpen	Finalized	
	0	Academic year 2018-2019	Universiteit Antwerpen	Finalized	
	0	Academic year 2017-2018	Universiteit Antwerpen	Finalized	
		·		Continue	

- You can only enter a report for the current academic year
- 1 May: HARD deadline no extension possible
- <u>Everyone</u> submits: also if you do not have any activities to report
- After submitting no changes possible!

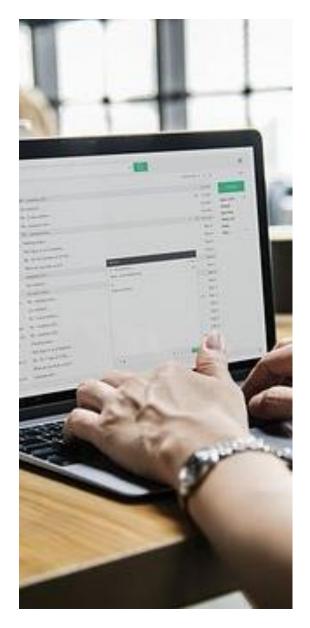


# 1. Progress report doctoral study programme (activities) Reporting activities

Below y activitie per con "manag	s" ánd that you ha npetence category	the activities the ave added to the You can go ba d more activities	gress report at you have entered on the page "ma e next progress report. The activities a ick to an activity to change it or to dele s. If all the activities that you wish to re	are grouped ete it. Go to			
Acaden	nic year 2020-2021	Universiteit A	ntwerpen	Change Term			
	Student ID:	2			_		
Ac	ademic Program:	D0022	Dr Applied Economics				
	Academic Plan:	D0022000	Dr Applied Economics				
	Report status:	Not submitted	4				
Dat	te of submission:						
Da	te of finalization:						
<ul> <li>I do not wish to submit activities this year:</li> <li>Competence Category A - Research skills and techniques - 3 Pt</li> </ul>							
Coi	Competence Category C - Research management - 4 Pt						
Coi	Competence Category D - Personal effectiveness - 6 Pt						
Coi	Competence Category F - Networking and team work - 2 Pt						
	Expand All	Collapse	AII	$\frown$			
	Cancel			To submit			

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

The report status will change and date of submission will appear



# 1. Progress report doctoral study programme (activities) Review

- By doctoral administration
- Before 21 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 = 1 May 2021
- 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**

Student

Manage

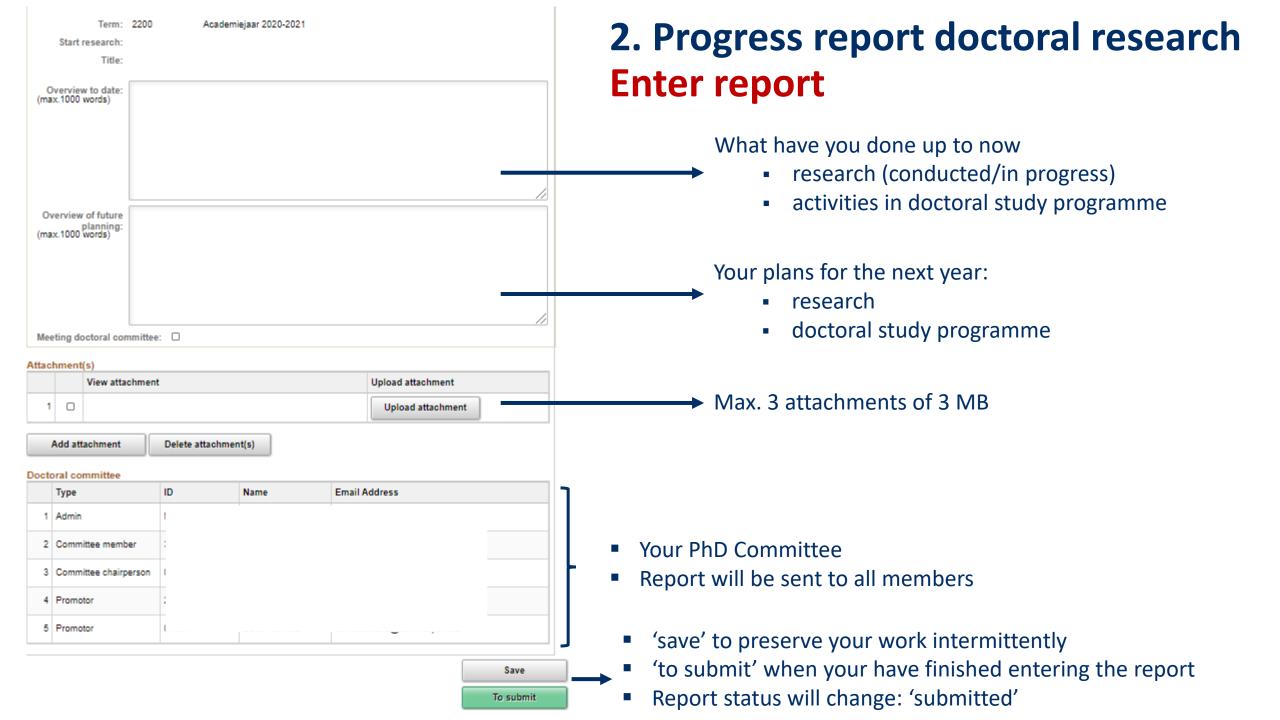
# **Enter report**

- Doctorate  $\rightarrow$  Research progress
- Title = your research title
- Enter your report in the field and/or upload up to 3 attachments

Student Selfservice		Doctorate
Manage activities	Submit your research progress report	
Report activities	Submit your research progress report  Student ID:	
Educational credit	Email Address: Academic Program: D0022 Dr Applied Economics	
Research progress	Academic Plan: D0022000 Dr Applied Economics Report status: Not submitted	
Summary Progress	Date of finalization:	
	Details research progress Date Added: Relevant diploma:	
	School: Date of degree:	
	Term: 2200 Academiejaar 2020-2021 Start research: Title:	

> Entering report in detail: https://studhelp.uantwerpen.be/ro\_helpdesk/knowledgebase.php?article=77





# 2. Progress report doctoral research Summary

<ul> <li>Manage activities</li> <li>Report activities</li> <li>Educational credit</li> </ul>	Progress sum Student Academic Progr Academic P	t ID: am: D0022	Dr Applied Economics Dr Applied Economics		Print	
Research progress	✓ Research Re					, , , , , , , , , , , , , , , , , , ,
Summary Progress	Term	Submission Date	Date Reviewed	Report status	Evaluation	
	2020-2021			Not submitted		
	2019-2020	13/04/2020	16/04/2020	Finalized	Favourable	
	2018-2019	15/04/2019	25/06/2019	Finalized	Favourable	Updated after review and
	2017-2018	24/04/2018	22/06/2018	Finalized	Favourable	evaluation
	Doctoral Trai	ining		Total Point	ts 18	



# PRACTICALITIES

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