

Information session PhD students Faculty of Business and Economics

24 March 2023

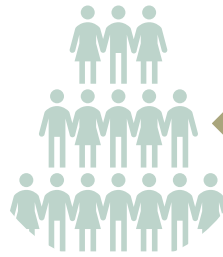


University of Antwerp
Faculty of Business
and Economics

Content

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

PhD @FBE at a glance



+ 200 PhD students

20-30 defences per year



Doctor of Applied Economics

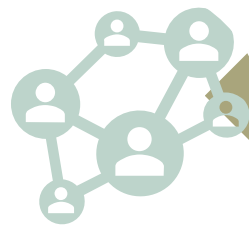
Doctor of Management

(= Ex. PhD programme Antwerp Management School)

+ Joint PhD - Interdisciplinary degrees



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)

Chaired by the dean
Prof. Dr. Koen Vandenbempt



Faculty Doctoral Committee (FDC)

Prof. Dr. Marc Deloof



Research administration

Dr. Adelheid Ceulemans



Doctoral Administration

Coordination: Nele Gernaey
PhD defence + course administration: Aline Janssens





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

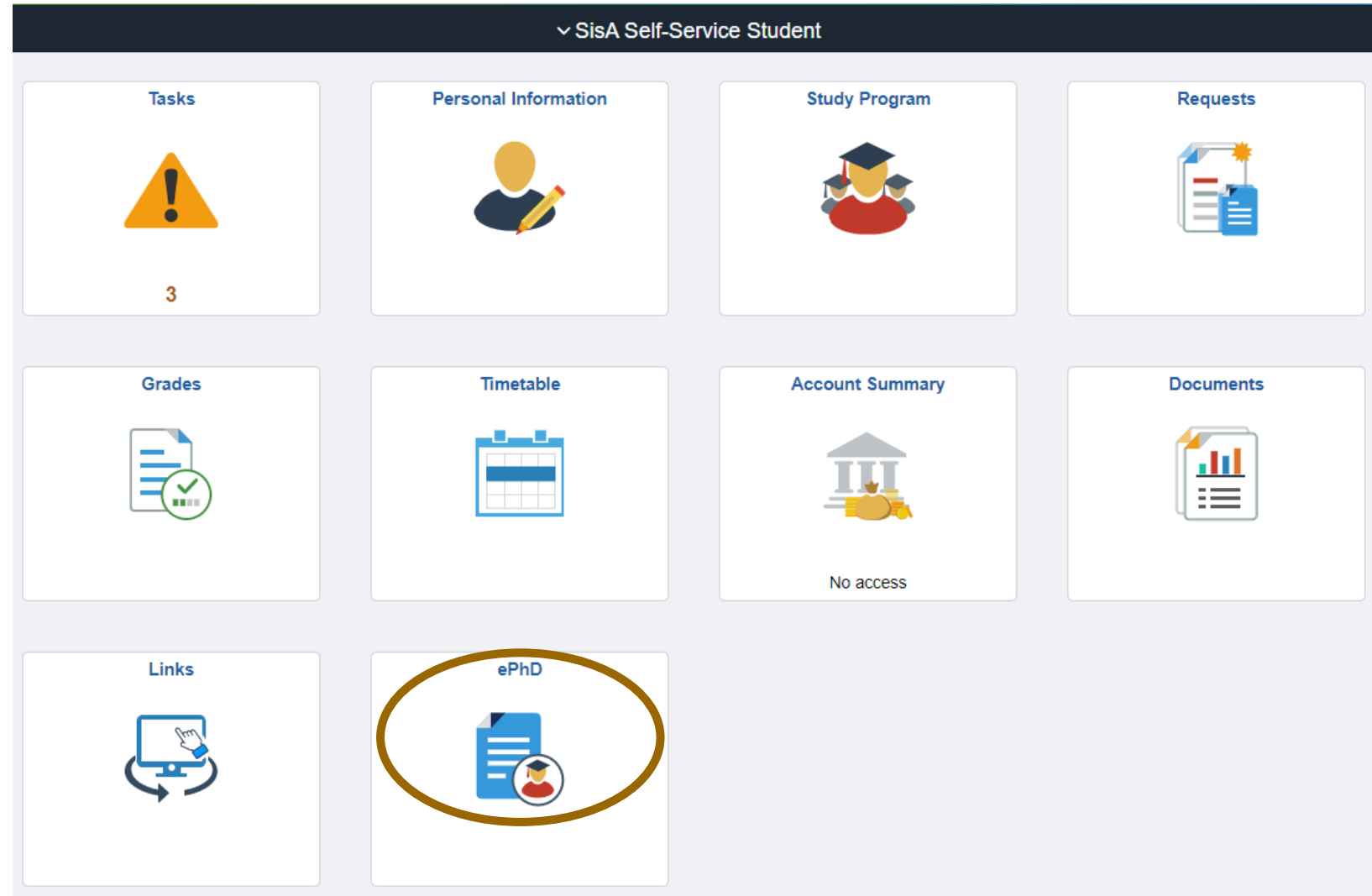
- **E-mail**

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



My PhD Data

Milestones

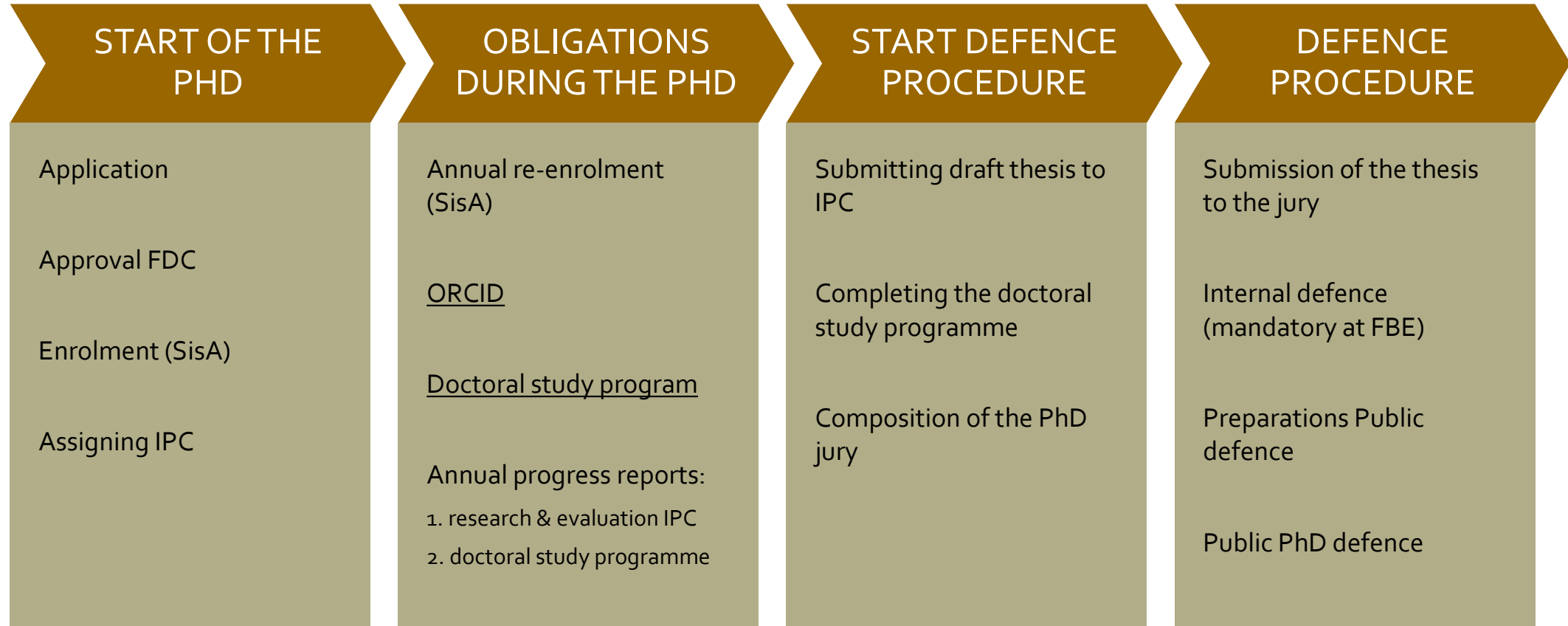
Research progress

Doctoral Training

Defence

Milestones			
▼ Phase: Start of the PhD			
Description	Uiterste Datum	Status	Date Completed
Composition of the individual PhD commission	10/03/2021	Completed	20/09/2022
▼ Phase: obligations during the PhD			
Description	Uiterste Datum	Status	Date Completed
Submit progress report PhD study programme	01/05/2021	Completed	18/06/2021
Submit progress report PhD research	01/05/2021	Completed	15/05/2022
Submit progress report PhD study programme	01/05/2022	Completed	16/06/2022
Submit progress report PhD research	01/05/2022	Completed	09/06/2022
Submit progress report PhD study programme	01/05/2023	Not Completed	
Submit progress report PhD research	01/05/2023	Not Completed	
Submit progress report PhD study programme	01/05/2024	Not Completed	
Submit progress report PhD research	01/05/2024	Not Completed	
▼ Phase: preparing the thesis			
Description	Uiterste Datum	Status	Date Completed
The design and form of the doctoral thesis		Not Completed	
Arranging confidentiality agreements		Not Completed	
► Phase: preparation of the defence			

From application to PhD defence



A high-angle, top-down photograph of a group of students sitting around a light-colored wooden desk. One student in a red shirt is leaning over, looking at a large open book. Another student's hands are visible, pointing at the book. There are various study materials on the desk, including a spiral notebook, a tablet, a laptop, and several loose papers. The scene is brightly lit, suggesting a modern, collaborative learning environment.

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 (UA/AMS)
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

- Maximum 6 credits (either advanced or methodological)
- Additional PhD courses
- 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!
- **NEW: Mind the GAP course (Antwerp Doctoral School)**

Which courses are eligible?



On offer

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

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
- Master thesis from UAntwerp or AMS
- 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
- SAVE THE DATE: 17 October 2023





Progress and evaluation reports

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

Progress & evaluation report - **Overview**

1 May 2023

Deadline to enter reports in Sisa:
1. Progress report doctoral study programme (activities)
2. Progress report doctoral research

31 May 2023

Deadline to invite all IPC-members for an interview
TIP! You can already set up a doodle now

May - June
2023

Interview with your IPC
Chair enters evaluation in Sisa
Peer review of your activity report (doctoral administration)

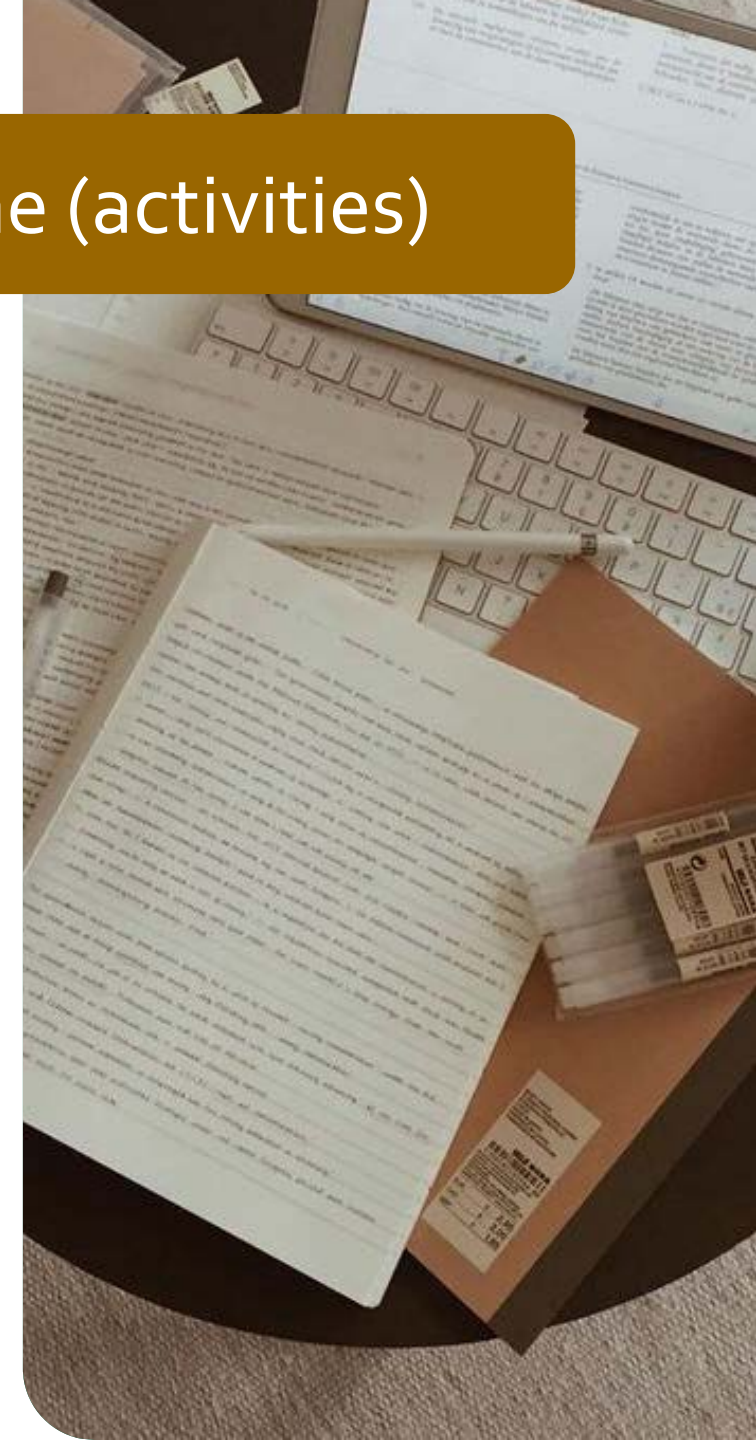
18 June 2023

Evaluation available in Sisa
Activity report peer reviewed

1. Progress report doctoral study programme (activities)

- Enter activities: year round possible
- Submit activities: once per academic year
- 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/>

The screenshot displays the SisA Self-Service Student portal. On the left, a grid of icons represents various services: Tasks (3), Personal Information, Study Program, Requests, Grades, Timetable, Account Summary (No access), Documents, Links, and ePhD (circled in brown). The main content area on the right is titled 'Manage activities' and includes instructions: 'Add the requested information for the activities that you have done for the doctoral training. You can add more activities | "Report activities".' and a link to 'Crucial documents for adding activities in SisA (Phase 2, point 5, step 1A)'. Below this are two buttons: 'Add activity' (highlighted with a brown arrow) and 'Delete activity'. A sidebar on the left lists navigation options: My PhD Data, Milestones, Research progress, Doctoral Training (circled in brown), My Doctoral Training, Manage activities (circled in green), Report activities, Balance educational credit, and Defence.

[Back](#) **Add activity** [Save](#)

[Copy uncertified activity](#)

NEW

Date 20/03/2023

Activity ID 1

*Type

*Activity

*Competence category

*Title

*Points

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

Remarks

Supporting link

You can add 3 URLs here. A valid URL should start with http:// or https://

Supporting documents

Saving ≠ submitting!

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

Choose the activity that you want to add

Check FBE guidelines doctoral study programme

PDF files PDF- or .png files of maximum 5 MB

Check FBE guidelines doctoral study programme for the right supporting document !

Back

Add activity

Save

Copy uncertified activity

NEW

Date 20/03/2023

Activity ID 1

*Type

*Activity

*Competence category

*Title

*Points

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

Remarks

Supporting link

+ -

You can add 3 URLs here. A valid URL should start with http:// or https://

Supporting documents

1. Courses & career develop.

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

Reporting activities

SisA Self-Service Student

ePhD

My PhD Data

Milestones

Research progress

Doctoral Training

My Doctoral Training

Manage activities

Report activities

Balance educational credit

Defence

Report activities

Term	Date of submission	Date of finalization	Report status
Academic year 2022-2023			Not submitted
Academic year 2021-2022	05/05/22 11:07:05	16/06/22 11:38:32	Finalized
Academiejaar 2020-2021	30/04/21 21:25:21	18/06/21 17:25:43	Finalized

In a next screen you will be requested to confirm the submission.
The report status will change, and date of submission will appear

My PhD Data

Milestones

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Doctoral Training

My Doctoral Training

Manage activities

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Defence

Report activities

Below you find a list of all the activities that you have entered on the page "Manage activities". The activities are grouped per competence category. You can select or select activities. Go to "Manage activities" to add more activities. If all the activities that you wish to report are selected on the list below, click on "Submit".

I do not wish to submit activities this year

Expand All Collapse All

Competence Category A - Research skills and techniques - 7 Pt

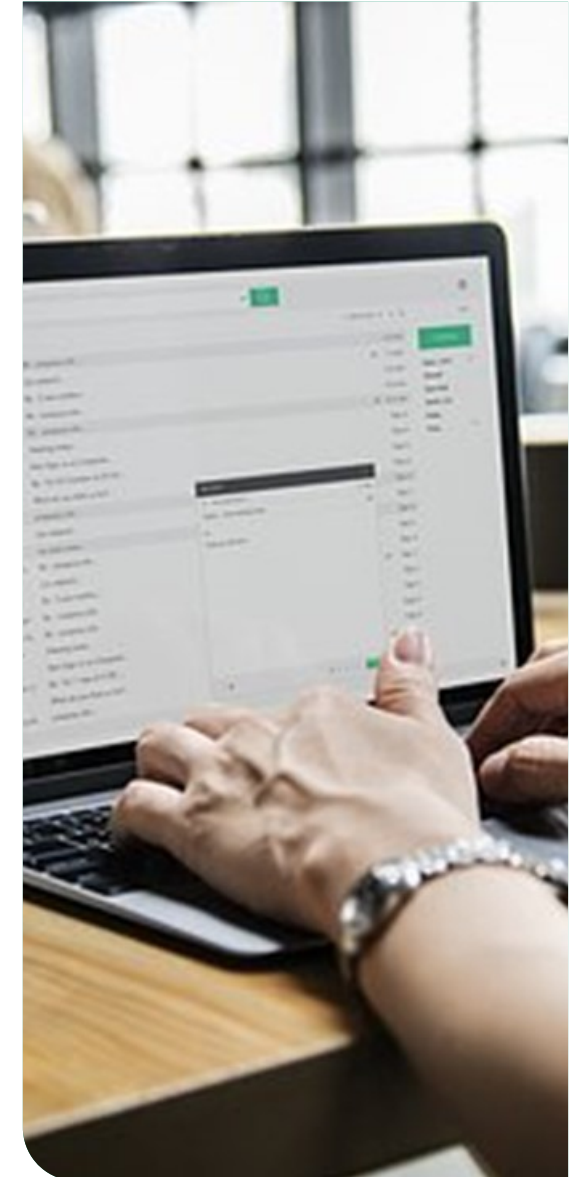
2 rows

Select	Title	Date Added	Points
<input checked="" type="checkbox"/>	Research Methodology	22/01/2023	6,00
<input checked="" type="checkbox"/>	Exploring factors affecting airport selection during the COVID-19 pandemic from air cargo carriers' perspective through the fuzzy Dombi-Bonferroni Best-Worst mode	12/02/2023	1,00

- ✓ You can only enter a report for the current academic year
- ✓ **1 May 2023**: HARD deadline - no extension possible
- ✓ Everyone submits: also if you do not have any activities to report
- ✓ After submitting - no changes possible!
- ✓ Activities without the right supporting documents will be rejected

Review

- By doctoral administration
- By 18 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)



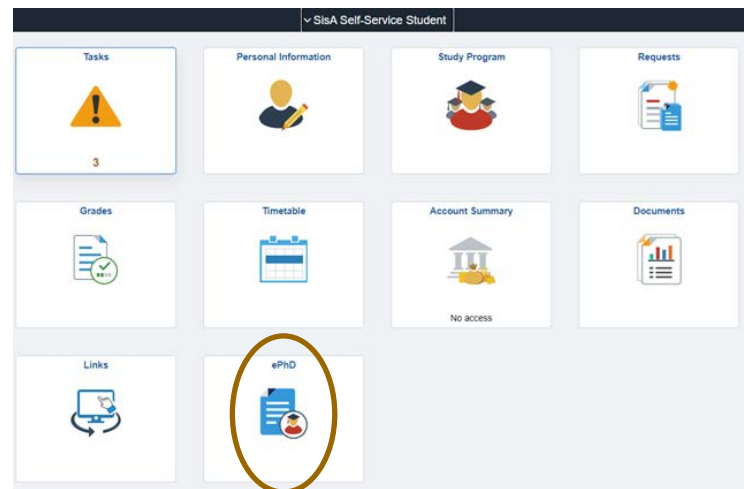
A chalkboard illustration featuring a graduation cap (mortarboard) with a tassel on the left. To the right of the cap, a series of five rectangular blocks are drawn in perspective, resembling a staircase. A piece of white chalk is shown drawing the top of the last block. The entire illustration is drawn in white chalk on a green chalkboard background.

2. Progress report doctoral research

- Deadline = 1 May 2023
- 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 'research progress'

Enter report

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



SisA Self-Service Student

ePhD

My PhD Data

Milestones

Research progress

Doctoral Training

Defence

Research progress

Term	Date of submission	Date of finalization	Report status	Evaluation
Academic year 2022-2023			Not submitted	
Academic year 2021-2022	06/05/22 09:24:50	15/06/22 11:46:14	Finalized	Favourable
Academiejaar 2020-2021	26/04/21 19:47:54	12/06/21 09:45:38	Finalized	Favourable

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

Research progress

BackSaveSubmit

You can save your work intermittently. When your have submitted the report the status will change: 'submitted'

Relevant diploma

School

Date of degree

Start research

Official title

Overview to date

Overview of future planning

Meeting doctoral committee

- Your plans for the next year:
- research
 - doctoral study programme

- What have you done up to now:
- research (conducted/in progress)
 - activities in doctoral study programme

Attachment(s)

Upload attachment

+ -

Doctoral committee

Type	ID	Name	Email Address
Admin			
Committee member			
Committee chairperson			
Promotor			
Promotor			

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

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/info
 - 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](#)
 - [Talent Center](#) (Pintra – members of staff)
 - [Charter PhD student](#) (page 10)

Thank you for
attending

