



# PhD info session

Doctoral study programme  
Research reporting process

30 March 2026



University of Antwerp  
Faculty of Business  
and Economics

An overhead view of five students sitting around a round white table in a study area. They are engaged in collaborative learning, with several open books, laptops, and sticky notes scattered on the table. The students are dressed in casual attire, and the setting appears to be a modern, well-lit study space.

# Content

- PhD @FBE at a glance
- PhD @UAntwerp
- From application to defence
- Doctoral study programme
- Progress and evaluation process
- Practicalities
  
- Questions



## PhD @ FBE at a glance

- + 200 PhD students
- 2 degrees/titles
- 7 research groups
- Joint / Interdisciplinary / Collaboration with AMS
- Around 25 public defences/year

**Your PhD  
@UAntwerp**

University level

The Antwerp  
Doctoral School

ADS

Faculty level

Faculty of Business  
and Economics

FBE

Individual level

PhD student

# Antwerp Doctoral School - ADS

## Central coordination and policy

### Educational credit

- For each PhD 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!
- Next edition: 19 & 20 October 2026



# Faculty of Business and Economics - FBE

## Faculty Doctoral Committee (FDC)

- Applications
- Doctoral study programme
- Individual questions
- IPC & Jury assignment (advice)



Chaired by Prof. Dr. Marc Deloof

## Faculty Board (FB)

- IPC & Jury assignment (decision)
- Faculty doctoral regulations



Chaired by Prof. Dr. An De Schepper,  
dean FBE

## 7 research units (departments)

- [Accounting and Finance](#) (ACF)
- [Economics](#) (ECO)
- [Engineering Management](#) (ENM)
- [Management](#) (MNG)
- [Management Information Systems](#) (MIS)
- [Marketing](#) (MKT)
- [Transport and Regional Economics](#) (TPR)

➤ More information: [Organisation structure FBE](#)

# PhD student

## Individual guidance and evaluation

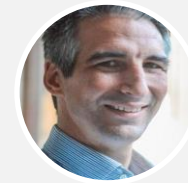
- Every PhD student is guided by an **Individual PhD Committee (IPC)**
- Composition:
  - Supervisor(s)
  - Chair (= UAntwerp ZAP)
  - External memberOne of the members is not directly involved in the PhD research  
All members hold a PhD degrees
- Assigned by FB, after positive advice by the FDC
- Minimum 1 yearly meeting

## Get to know your colleagues

- [Young Research Network](#)
- [Mondo](#)

## Support

- [Charter](#)
- [Info on AI, ethics and scientific integrity](#)
- [FBE ombudsteam](#)



[Prof. Dr. Kris Hardies](#)



[Prof. Dr. Kim Demeulenaere](#)



[Dr. Valentin Carlan](#)

# UAntwerp student account

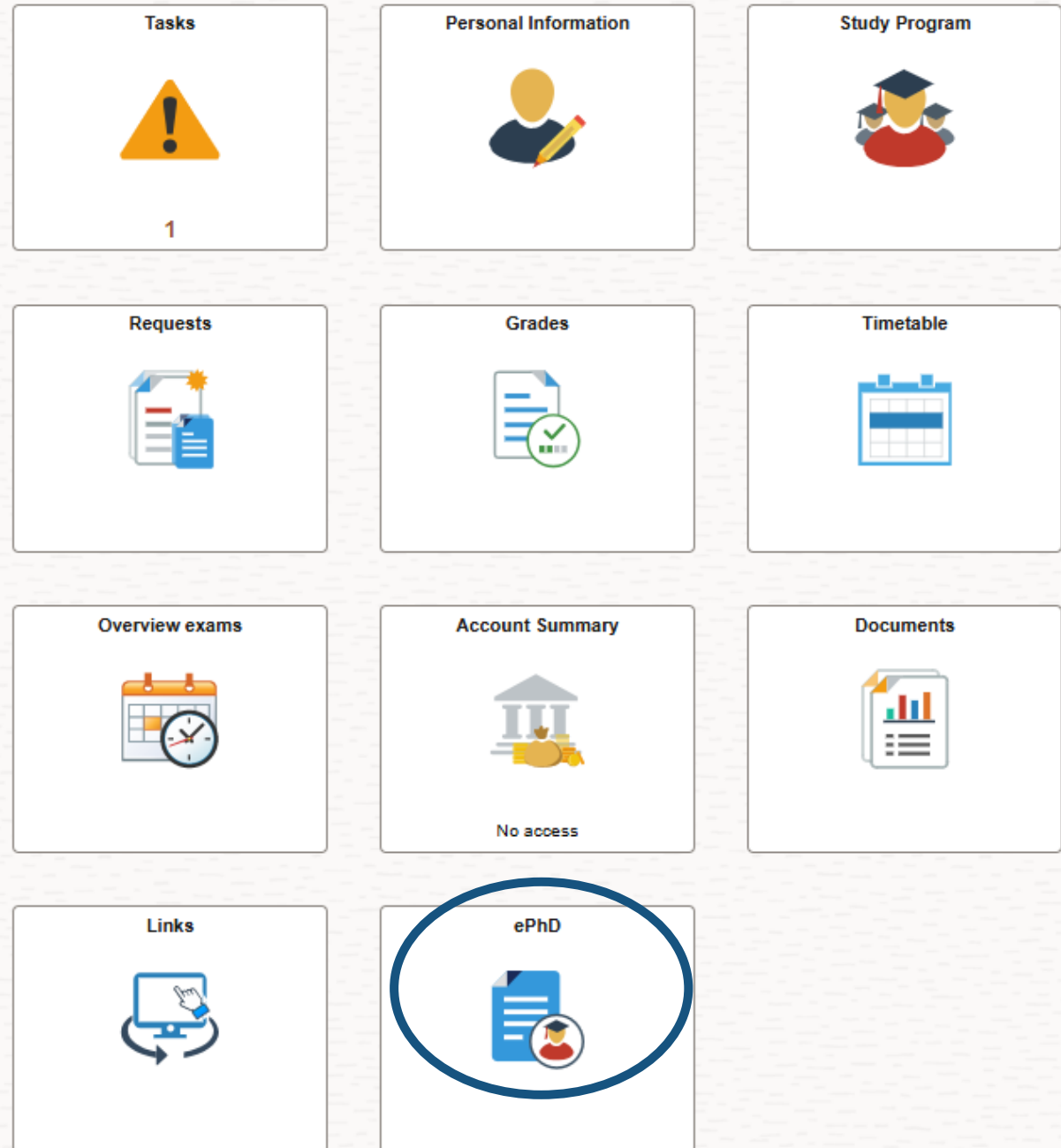
- **E-mail**

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
- Defence phase



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	03/05/2025	Completed	26/02/2025

Phase: obligations during the PhD

Description	Uiterste Datum	Status	Date Completed
Submit progress report PhD study programme	01/05/2025	Completed	12/05/2025
Submit progress report PhD research	01/05/2026	Not Completed	
Submit progress report PhD study programme	01/05/2026	Not Completed	
Submit progress report PhD research	01/05/2027	Not Completed	
Submit progress report PhD study programme	01/05/2027	Not Completed	
Submit progress report PhD research	01/05/2028	Not Completed	
Submit progress report PhD study programme	01/05/2028	Not Completed	
Submit progress report PhD research	01/05/2029	Not Completed	

Phase: preparing the thesis

Phase: preparation of the defence

# PhD: from application to defence

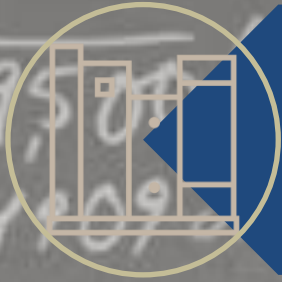


A high-angle, top-down photograph of a group of students sitting around a light-colored wooden table. They are engaged in a study session. One student in a maroon shirt is leaning forward, looking at a large open book. Another student's hands are visible, pointing at the text in the book. There are several other books, a spiral notebook, a laptop, and a tablet on the table. The scene is brightly lit, suggesting a library or study area.

# Doctoral study programme



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

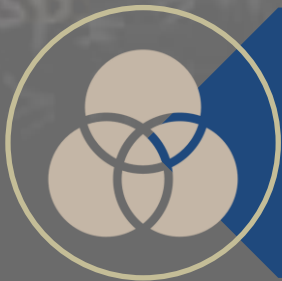


Flexible and individual. Not a fixed study programme but a set of activities to choose from depending on your research and needs.



**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](#)).

# FBE has a specific doctoral study programme

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

## 6 types of activities:

1. PhD courses - **mandatory**
2. Review of WoS manuscript
3. (Co-)supervisor of a research related Master's thesis
4. Publications
5. Presentations at academic conferences
6. 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 courses
- Maximum 6 credits (either advanced or methodological)
- During full PhD track

# Which courses are eligible?

## Category A & B

### On offer (without upfront approval)

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

### Individually selected courses

- Course has to meet following criteria:
    - Academic course
    - PhD or master course. If master course: motivation supervisor
    - Post-class assessment
  - PhD student asks upfront approval by informing doctoral administration on:
    - (URL to) course description
    - Number of ECTS (or contact hours)
    - Form of examination
    - Level (master/PhD)
    - Motivation supervisor (if master course)
- **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
- 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)
- No credits for articles (published after 01/01/2025) in journals of the publishers: MDPI, FRONTIERS and HINDAWI



# 5. Presentations at conferences

## Category E - Communication skills

- Maximum 8 credits
- 2 credits per presentation
- Different kind of presentations possible (paper, poster, ...)
- Only presentations on **academic** conferences



## 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! Next FBE Doctoral Day: Tuesday 20 October 2026**

# Mandatory: Mind the GAP



- Training on research integrity
- Mandatory for PhD researchers started in academic year 2022-2023 or later
- Accessible through Blackboard
- No credit in the FBE doctoral study programme!
- <https://www.uantwerpen.be/en/centres/antwerp-doctoral-school/doctoral-study-programme/training-offer/course-offer-interuniversity/#513594>



# Progress and evaluation reports

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



# Progress & evaluation report - Overview

1 May 2026

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

31 May 2026

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

May - June  
2026

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

22 June 2026

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

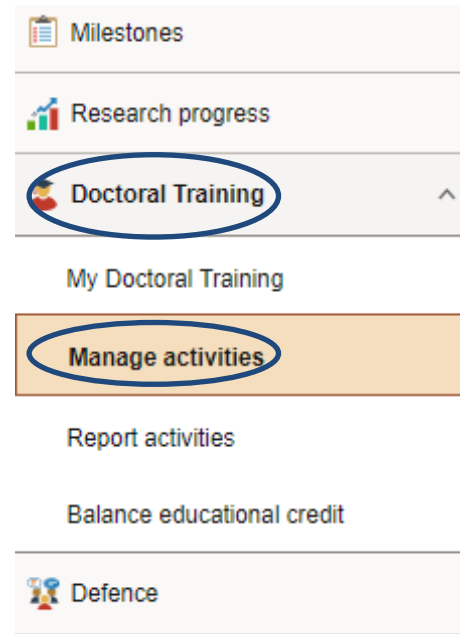
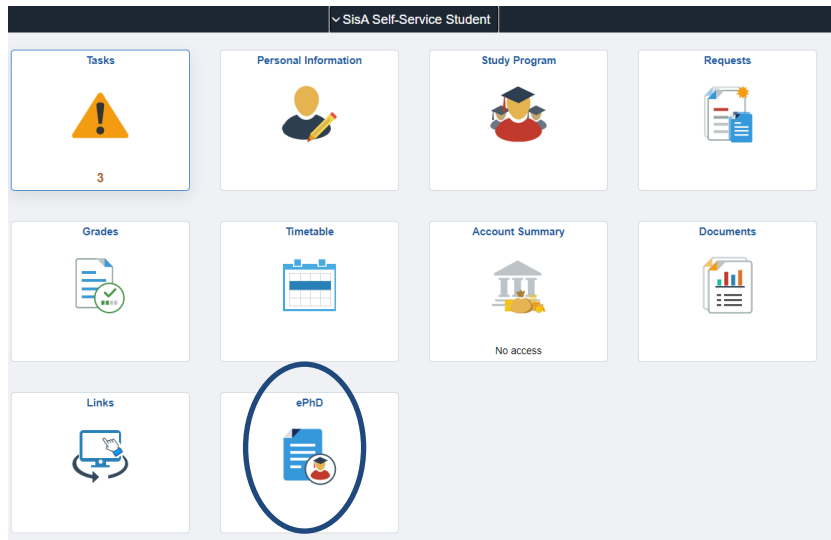
- Entering activities in detail:  
[https://studhelp.uantwerpen.be/ro\\_helpdesk/knowledgebase.php?article=206](https://studhelp.uantwerpen.be/ro_helpdesk/knowledgebase.php?article=206)
- [FBE guidelines](#)



# 1. progress report doctoral study programme (activities)

## Enter activities

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



Add the requested information for the activities that you have done for the doctoral training.

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

Add activity

Delete activity



Back

### Add activity

Save

→ Saving ≠ submitting!

Copy uncertified activity

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

NEW

Date 25/03/2024

Activity ID 1

\*Type

\*Activity

\*Competence category

\*Title

\*Points

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

Remarks

Choose the activity that you want to add

Check FBE guidelines doctoral study programme

#### Supporting link

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

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

#### Supporting documents

Upload attachment

You can upload 3 supporting documents here. You can upload 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".

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

Copy uncertified activity

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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

**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 2023-2024			Not submitted
Academic year 2022-2023	01/05/23 21:54:22	17/05/23 10:16:22	Finalized

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

The report status will change, and date of submission will appear

**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 - 9 Pt** 2 rows

Select	Title	Date Added	Points
<input checked="" type="checkbox"/>	Antwerp Rail School 2023	21/03/2024	3,00
<input checked="" type="checkbox"/>	Research Methodology	21/03/2024	6,00

▼ **Competence Category E - Communication skills - 4 Pt** 2 rows

Select	Title	Date Added	Points
<input checked="" type="checkbox"/>	Stakeholder identification and mapping for the establishment of governance frameworks for improving inland navigation in Europe	02/06/2023	2,00
<input checked="" type="checkbox"/>	Stakeholder identification and mapping for the establishment of governance frameworks for improving inland navigation in Europe	21/03/2024	2,00

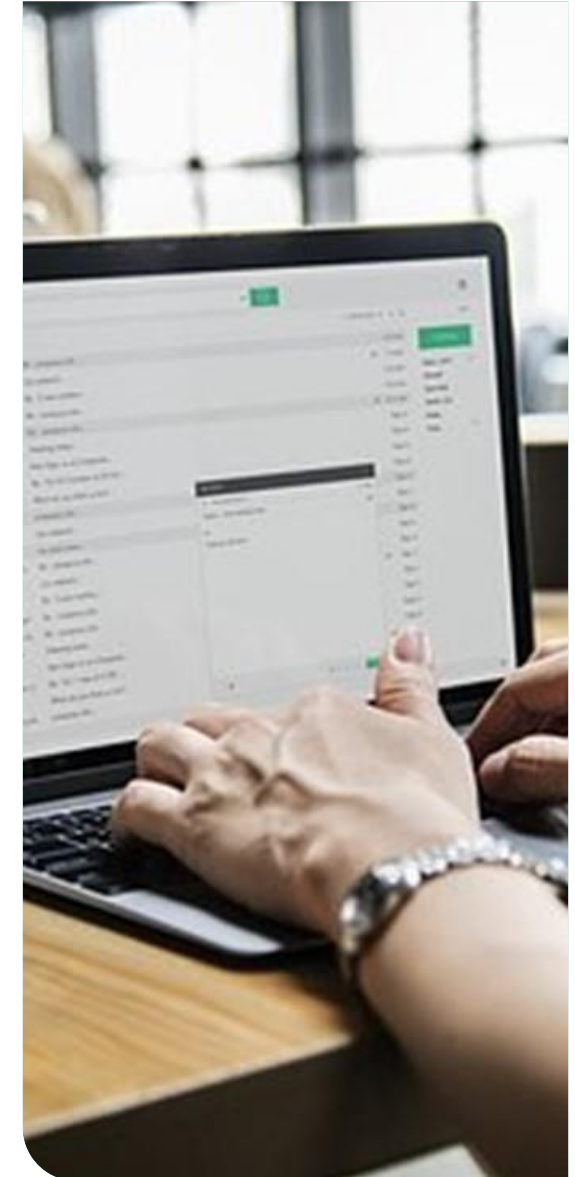
▶ **Competence Category F - Networking and teamwork - 1 Pt**

[Back](#) [Submit](#)

- ✓ You can only enter a report for the current academic year
- ✓ **1 May 2026**: HARD deadline - no extension possible
- ✓ **Everyone** submits a report: even 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 22 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  
[https://studhelp.uantwerpen.be/ro\\_helpdesk/knowledgebase.php?article=76](https://studhelp.uantwerpen.be/ro_helpdesk/knowledgebase.php?article=76)
- ADS competence courses will be registered automatically without credits: code NVT (not applicable)

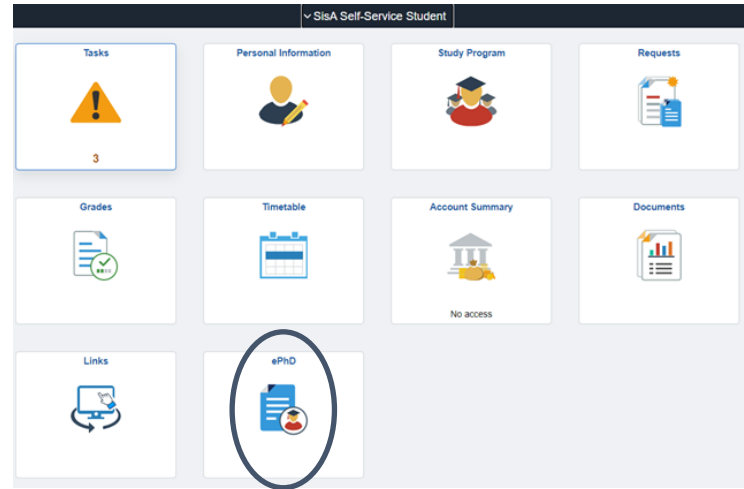


## 2. progress report doctoral research

- Deadline = 1 May 2026
- 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/>



ePhD						
My PhD Data	<b>Research progress</b>					
Milestones						
<b>Research progress</b>						
Doctoral Training						
Defence						
	<b>Term</b>	<b>Date of submission</b>	<b>Date of finalization</b>	<b>Report status</b>	<b>Evaluation</b>	<b>2 rows</b>
	Academic year 2023-2024			Not submitted		>
	Academic year 2022-2023	11/04/23 11:35:28	16/06/23 10:27:04	Finalized	Favourable	>

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

Research progress



You can save your work intermittently. When you 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

- ✓ Check your evaluation as from 22 June 2026
- ✓ No email will be sent

SisA Self-Service Student		ePhD			
My PhD Data	<b>Research progress</b>				
Milestones					
<b>Research progress</b>					
Doctoral Training					
Defence					
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	

# Contact info FBE



Faculty Doctoral Committee (FDC) Chair  
Prof. Dr. Marc Deloof



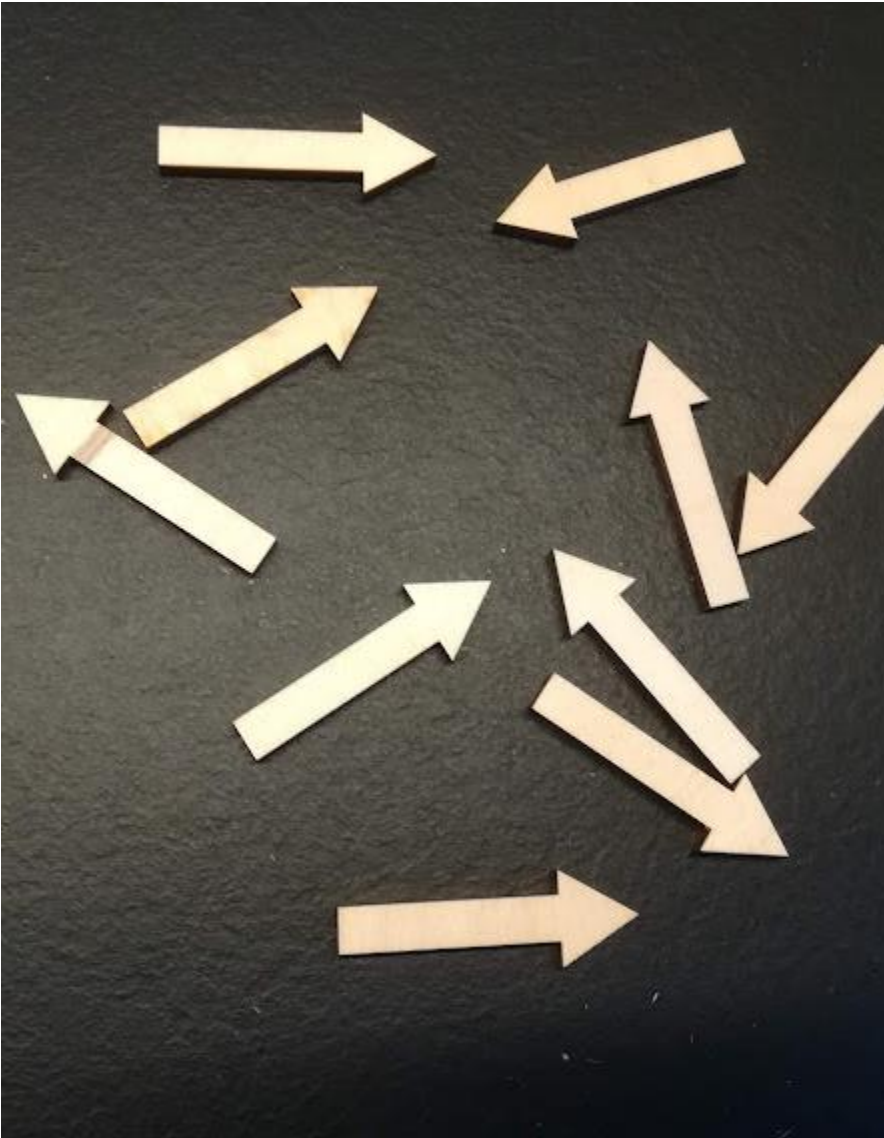
Research administration Supervisor  
Dr. Adelheid Ceulemans



Administrative coordinator doctoral programme FBE  
Mrs. Nele Gernaey



Administration PhD defence & courses  
Mrs. Aline Janssens  
Mrs. Anne-Paulien Verschueren



## LINKS TO:

- [Guidelines doctoral study programme](#)
- [SisA](#)
- [SisA manual for PhD students](#)
- [ADS: contact info](#)
- [Info on educational credit](#)
- [Doctoral regulations \(+ charter PhD student: p. 11\)](#)
- [Academic bibliography & ORCID instructions](#)
- [UAntwerp guidelines on the use of AI in research](#)
- [Talent Center](#)
- [Guide 'writing in English' \(Pintra\)](#)
- [Mental wellbeing](#)
- [UAntwerp style guide](#)

QUESTIONS?

