## III Doctoral study program

**Art. 13.** Within the doctoral study programme, the PhD student must hone his/her skills as a junior researcher. He/She reports yearly on the progress made via the online Student Information System Antwerp (SisA). Using the [competence profile](#) for PhD students at the University of Antwerp, in consultation with his/her supervisor(s), the PhD student determines which activities he/she will undertake. In order to successfully complete the doctoral study programme, the PhD student must submit an activity file to which the following general rules apply:

a) a total of at least 30 credits' worth of activities must be undertaken;
b) at least 1 credit should be obtained in at least 4 categories of the competence profile;
c) up to half of the total credits may be obtained in one competence category;
d) Proof of participation must be provided for all activities. Evidence can consist of lists of participants, certificates of attendance, enrolment confirmations, programmes mentioning the name of the PhD student(s), certificates, copies of the first page of published or accepted articles, the academic bibliography, etc. (see ADS website for more information on valid proofs).
If no proof is available for certain activities, the signature of the promoter is sufficient. It is not allowed to use the signature of the promoter as the sole proof for all the activities.

The PhD student ends the doctoral study programme before the official composition of the PhD jury and this according to the procedure described on the website of Antwerp Doctoral School (ADS).

**Art. 14.** The table below applies to the awarding of credits per activity, with the specifications and limitations listed in Articles 15 to 18 of these complementary rules and regulations. The maxima mentioned below are valid for the entire doctoral study programme. ADS courses followed and successfully completed since the academic year 2015-2016 are automatically included in the activity overview in SisA (with the corresponding credits and relevant competence category). The PhD student need not add these activities in SisA.

The table also lists the category in SisA where the activity belongs.
The categories in SisA are:

1.      Training and career development.
2.      Education and (acad.) services.
3.      Publications and prd./real.
4.      (Academic) communication
5.      Project proposals and recognition

| Competence categories | Activity + number | Credits per activity | Max. per activity | Category SisA |
|---|---|---|---|---|
| A. Research skills and techniques | A.1. Course[3] | 0,1/hour | max. 0,7 credits/day | 1. |
| | A.2. Research visit[4] | 0,5/working day | max. 5 credits (F.2 included) | 1. |
| | A.3. Member of a jury/co-reader (thesis, project proposal, award, …) | 0,1/year | | 2. (evaluate/jury) |
| | A.4. Review book/article, evaluation proposal, manuscript | 1 | max. 5 credits | 3. |
| | A.5. Summer schools | 0,5/day | max. 5 credits | 1. |
| B. Adapting to the research environment | B.1.Course[5] | 0,1/hour | max. 0,7 credits/day | 1. |
| | B.2. Member of counsel/commission[6] | 1/year/council or commission | max. 4 credits | 2. |
| | B.3. Mentor | 1/year | | 2. |
| C. Research management | C.1. Course[7] | 0,1/hour | max. 0,7 credits/day | 1. |
| | C.2. Supervision of a master thesis[8] | 2/master thesis | max. 8 credits | 2. |
| | C.3. Supervision of a bachelor thesis[8] | 1/bachelor thesis | | 2. |
| | C.4 Organisation of a conference or a scientific activity | 0,5/day of the conference or the activity | | 4. |
| D. Personal effectiveness | D.1. Course[9] | 0,1/hour | max. 0,7 credits/day | 1. |
| | D.2. Lectures and similar[10] | 0,1/hour | max. 9 credits | 1. |
| | Scientific publication with 'peer review'[11], <br> - D.3. first author (or similar) | 3 | total: max. 9 credits | 3. |

[3] e.g. Excel, Access, Scientific Reasoning and Reporting

[4] Research visits (not taking samples) can be awarded in A.2. (or F.2.). A research visit can only be taken into account, if the PhD student works in the research group.

[5] e.g. Innovation Management & Entrepreneurship

[6] Also peer review committee doctoral programme (docop)

[7] e.g. Project management, Word, Mindmapping

[8] The title page should contain the name of the PhD student as supervisor.

[9] e.g. Time management, Achieving your goals

[10] Lectures can be awarded, if there is proof of active participation (e.g. a critical review, a copy of notes, a short report, etc.). Meetings and public defences are no lectures or courses. Attending lectures during conferences is considered as passive participation. This is not awarded.

[11] Publications are awarded, if they are accepted (proof of editor or copy of publication). Abstracts of conferences are not awarded. The award is included in E.5. or E.6. (poster/presentation). Reports of and applications for projects/scholarships/etc. are no publications, e.g. FWO application.

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|---|---|---|---|---|
| | - D.4. other author (or similar) | 1 | | |
| | D.5. Scientific publication without 'peer review'[11] | 1 | | 3. |
| | D.6. Scientific award | To be defined by peer-review commission (1-3) | | 5. |
| | D.7. Patent or licence agreement[12] | 3 | | 5. |
| | D.8. Membership of the editorial board of a scientific journal | 1/year | | 3. |
| E. Communication skills | E.1. Course[13] | 0,1/hour | max. 0,7 credits/day | 1. |
| | E.2. Language course | 0,1/hour | max. 6 credits | 1. |
| | E.3. Teaching in higher education[14] | 0,2/hour | max. 3 credits/course | 2. |
| | E.4. Lab and teaching support[14] | 0,1/hour | max. 3 credits/course | 2. |
| | International conference (or similar)[15] <br> - E.5. presentation <br> - E.6. poster presentation | 3 per presentation <br> 2 per poster | max. 9 credits | 4. |
| | National conference (or similar)[15] <br> - E.7. presentation <br> - E.8. poster presentation | 2 per presentation <br> 1 per poster | | 4. |
| | E.9. Presentation of one's own research, not in the research group[16] | 0,5 | | 4. |
| | E.10. Teaching in a company/broad audience | 2 | | 4. (presentation) |
| | E.11. Participation in Kinderuniversiteit, Wetenschapsweek, Open Campusdag or similar | 1/day | | 4. (presentation) |
| | E.12. Publication to popularize science (e.g. newspaper, PINTRA) | 1 | | 4. (presentation) |
| F. Networking and team | F.1. Course[17] | 0,1/hour | max. 0,7 credits/day | 1. |

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[12] Accepted patent.

[13] e.g. Presentation skills, writing, communication, PowerPoint, Webdesign, Writing proposals, etc.

[14] The supervisor is expected to check and confirm the tasks performed by the PhD student.

[15] Passive participation is not taken into account.

[16] Presentations during meetings are not taken into account. Presentations for e.g. companies, visitors, etc. can be taken into account.

[17] e.g. Leadership and team work

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|---|---|---|---|---|
| | F.2. Research visit[18] | 0,5/working day | max. 5 credits (A.2 included) | 1. |
| | F.3. Member of a board of a scientific society | 1/year | | 1. (Network) |
| **G. Carreer management** | G.1. Course[19] | 0,1/hour | max. 0,7 credits/day | 1. |
| | G.2. Trade fairs and thematic conferences[20] | 1 | max. 3 credits | 1. (traineeship or professional experience) |
| | G.3. User committees[21] | 1 | | 1. (traineeship or professional experience) |
| | G.4. Training[22] in a non-academic environment | 0,5/working day | max. 5 credits | 1. (traineeship or professional experience) |

**Art. 15.** In general, the following specifications apply:
   a) the credits in the table, determined by the Faculty of Applied Engineering, apply to all PhD students doing a PhD within the fields of Applied Engineering;
   b) for PhD students who enrol in the doctoral study programme for the first time in academic year 2015-2016 or later, the maximum number of obtainable credits is limited per section as described in the table above and in Article 15-17; For PhD students who enrolled in the doctoral study programme for the first time before academic year 2015-2016, individual agreements will be made, taking into account the credits and maxima described in the faculty rules – version 01052013;
   c) activities followed after obtaining the degree, which give access to enrolment for the preparation of the dissertation but before the actual enrolment, can be fully or partially recognized in the context of the doctoral study programme. FDOC decides on this, based on a reasoned proposal, substantiated with the necessary documents.
   d) The competence category (e.g. A.1., C.4., etc) needs to be mentioned when submitting the yearly report.
   e) When accepting the activities, the maximum number of credits is not taken into account. The maximum is only taken into account at the closure of the doctoral study programme. The peer review commission does not refuse activities when the maximum number of credits in a certain category is obtained. All activities submitted in SisA are taken into account for the diploma supplement. Hence, PhD students are expected to submit all activities that they would like to be mentioned on their diploma supplement, in SisA with the correct number of credits.

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[18] Research visits (not taking samples) can be awarded in A.2. (or F.2.). A research visit can only be taken into account, if the PhD student works in the research group.
[19] e.g. job application training
[20] Lectures, workshops, trade fairs, thematic conferences, etc with external partners can be awarded if there is a proof of active participation (e.g. a copy of notes, a short report, etc.). Meetings are no lectures.
[21] Meetings are no active participation. Organisation of and active participation (presentation, reporting on results, etc) in user committees with companies are awarded (TETRA, SBO, etc)
[22] This is a research stay in a company.

**Art. 16.** The list of activities described in the table above is not exhaustive. If an activity is not mentioned in the table, a credit for the activity can be proposed.

**Art. 17.** For trainings and courses the following specification applies:
   a) Courses and trainings = max. 9 credits for the entire doctoral study programme.

**Art. 18.** Under very exceptional circumstances, candidates with special qualifications may be exempt from the obligations and limitations as listed in Articles 13 to 17. It involves activities and competences obtained before the start of the doctoral study programme that can be taken into account for the doctoral study programme. FDOC decides on this, based on a reasoned proposal, substantiated with the necessary documents.