

Appendix 5: Points system for the doctoral study programme within the Faculty of Arts

Doctoral study programme

1. Within the doctoral study programme, PhD students are expected to refine their skills as young researchers. They must submit annual reports in this regard through the online Student Information System Antwerp (SisA). In consultation with their supervisors, PhD students use the [competence profile](#) for PhD students at the University of Antwerp to determine the activities that they will undertake.
2. To complete the doctoral study programme with success, the PhD student must submit a file of activities, subject to the following general rules:
 - The activities undertaken must carry a total of at least 30 points.
 - At least one point must have been earned in each of at least four categories of the competence profile.
 - No more than half of the total number of points may be earned within a single competence category.
 - Proof of participation must be provided for all activities. If it is not possible to submit proof of participation, it may be replaced by a solemn declaration from either the PhD student or the supervisor.

The PhD student must complete the doctoral study programme before the official composition of the doctoral jury and according to the procedure stated on the website of the Antwerp Doctoral School.

3. The following tables (one per department) apply to the allocation of points for each activity. Courses that the PhD student has taken and passed in the Antwerp Doctoral School since the 2015/2016 academic year will be automatically added to the overview of activities in SisA (along with the relevant number of points and a link to the appropriate competence category).
4. The following lists of activities are not exhaustive. If an activity is not listed, you may submit a justified proposal for the number of points to be assigned.
5. In general, the following specifications will apply:
 - The points for each activity, as established by each of the departments within the Faculty of Arts, apply to all PhD students in that department. The Education Board or its delegated committee reserves the right to request revisions to the points established by the faculty.
 - Activities pursued after completion of the degree providing access to the preparation of the thesis but before the actual registration can be eligible to be acknowledged in whole or in part within the framework of the doctoral study programme. Such requests for acknowledgement must be entered into SisA by the PhD student before the start of the doctoral programme, clearly noting that the activity took place before the start of the doctoral programme.

6. Under highly exceptional circumstances, candidate PhD students with special qualifications may be exempted from the requirements and restrictions stated in this appendix. Decisions to this effect will be taken by the departmental coordinator, based on a justified proposal, supported by the necessary documents.

Points-system Table: History

Type of	Activity	Number of Points	Maximum
COMPETENCE CATEGORY A. Research skills and techniques			
1. Courses and career development	Course ¹	0.1 point/hour	
1. Courses and career development	Attendance at a lecture ²	0.1 point/hour	
1. Courses and career development	Research residency ³	0.2 points/working day	
3. Publications and production /realisation	Peer-review proposal/manuscript (for journal or official scientific institution/organisation)	1 point/review	
1. Courses and career development	Attendance at a conference (national or international)	0.1 point/hour. Divide points between Comp. Cat. A and Comp. Cat F ⁴	
2. Education and academic (or other) service	Serving on an examination jury ⁵	0.1 point/hour	See the general footnote for Comp. Cat. C
COMPETENCE CATEGORY B. Adaptation to research environment⁶			
1. Courses and career development	Course ⁷	0.1 point/hour	
2. Education and academic (or other) service	Membership on University of Antwerp boards/committees - Peer review for an ADS committee - Membership on a faculty or departmental board, research committee, Association for assistant academic staff and non-statutory academic staff (VABAP)	0.1 point/hour 1 point/year	

¹ e.g. E-sources, Excel, Access, Scientific Reasoning and Reporting. Online training and webinars on these topics also fall under this heading. A maximum of six points for the entire programme applies for all activities related to taking courses and educational programmes in all competence categories together.

² This also includes study days, workshops, conferences and similar events. No points will be awarded for participation in a trial class tenured academic staff.

³ Work consisting solely of searching or archiving does not count as a research residency.

⁴ PhD students may always add clear motivation for why a given activity fits in one or the other in their particular case.

⁵ No points will be awarded for the supervision of examinations.

⁶ Points for memberships on boards and committees will be awarded by year. Therefore those memberships have to be clustered by board/committee and by year.

⁷ e.g. Innovation Management & Entrepreneurship. Online training and webinars on these topics also fall under this heading. A maximum of six points for the entire programme applies for all activities related to taking courses and educational programmes in all competence categories together.

3. Publications and production /realisation	Membership on the editorial board of an international journal	2 points/year	
3. Publications and production /realisation	Membership on the editorial board of a national/local journal	1 point/year	
2. Education and academic (or other) service	Serving as chair of official academic boards/committees	2 points/year	
2. Education and academic (or other) service	Serving as secretary of a research group	1 point/year	
COMPETENCE CATEGORY C. Research Management⁸			
1. Courses and career development	Course ⁹	0.1 point/hour	
4. Academic (or other) communication	Organisation of an academic activity: main organisation	1 point/day for the length of the activity	
4. Academic (or other) communication	Organisation of an academic activity: co-organisation	0.5 point/day for the length of the activity	
4. Academic (or other) communication	Co-organisation of a session at a conference	0.5 point	
COMPETENCE CATEGORY D. Personal effectiveness¹⁰			
1. Courses and career development	Course ¹¹	0.1 point/hour	
3. Publications and production /realisation	International publication (Peer-reviewed)	4 points/publication	
3. Publications and production /realisation	National publication (Peer-reviewed)	3 points/publication	

⁸ A maximum of six points for the entire degree programme applies for all teaching-related activities (teaching, supervision, assessment) in this competence category and in Category E together.

⁹ e.g. Project Management, Word, Mind-mapping. Online training and webinars on these topics also fall under this heading. A maximum of six points for the entire programme applies for all activities related to taking courses and educational programmes in all competence categories together.

¹⁰ Publications can be acknowledged only after they have been accepted (statement from the editor or a copy of the publication). The number of points awarded will depend on the type of publication. For publications with up to three authors, all authors will receive the full number of points. For publications with more than three authors, only the first and last author will receive the full number of points. The other authors must explicitly state their contribution to the preparation of the article (and have this confirmed by a supervisor or other involved representative). If this contribution is equivalent to that of the first and last authors, these authors will also receive the full number of points (depending on the type of publication). For a secondary role, they will receive one point. No points will be awarded for abstracts of lectures in the programme booklet for a conference or similar texts.

¹¹ e.g. Time Management, Achieving your Goals. Online training and webinars on these topics also fall under this heading. A maximum of six points for the entire programme applies for all activities related to taking courses and educational programmes in all competence categories together.

3. Publications and production /realisation	Local publication	1 point/publication	
3. Publications and production /realisation	Proceedings paper	1 point/publication	
3. Publications and production /realisation	Published book review ¹²	1 point/publication	
3. Publications and production /realisation	Publication for a broader audience	1 point/publication	
4. Academic (or other) communication	Serving as the webmaster for a research group or other official body	1 point/academic website/year	
5. Project proposal and award	Prize for article/publication	1 point/prize	
COMPETENCE CATEGORY E. Communication skills¹³			
1. Courses and career development	Course ¹⁴	0.1 point/hour	
1. Courses and career development	Language training	0.1 point/contact hour	
2. Education and academic (or other) service	Teaching in higher education	0.2 point/contact hour	See the general footnote for Comp. Cat. E
2. Education and academic (or other) service	Supervision of seminars and exercises	0.1 point/hour	See the general footnote for Comp. Cat. E
4. Academic (or other) communication	International presentation	3 points/presentation	
4. Academic (or other) communication	National presentation	2 points/presentation	
4. Academic (or other) communication	Poster presentation (national or international)	1 point/poster presentation	
4. Academic (or other) communication	Presentation of one's own research within one's own department or within a lecture upon request by the	1 point/presentation	

¹² A joint review article for the journal 'Tijdschrift voor Stadsgeschiedenis' for instance, also falls under this heading (1p/review article)

¹³ For presentations, points will be awarded only if the PhD student was the 'presenting author'. The points system stated in the table will also apply to presentations made through teleconferencing. A maximum of six points for the entire degree programme applies for all teaching-related activities (teaching, supervision, assessment) in this competence category and in Category C together.

¹⁴ e.g. Making Presentations, Writing, Communication, PowerPoint, Speed-reading, Web Design, Writing Proposals, Writing Coaching. Online training and webinars on these topics also fall under this heading. A maximum of six points for the entire programme applies for all activities related to taking courses and educational programmes in all competence categories together.

	course unit coordinator for the course ¹⁵		
4. Academic (or other) communication	Teaching in a company/to a broader audience	0.1 point/hour	See the general footnote for Comp. Cat. E
4. Academic (or other) communication	Interviews for a broader audience or the press (national and international)	0.5 point/interview	
4. Academic (or other) communication	Press conference for a project	0.5 point/press conference	
4. Academic (or other) communication	Panel discussion (expert)	0.5 point/panel discussion	
4. Academic (or other) communication	Posthumus Seminar presentation	1 point/presentation	
4. Academic (or other) communication	Serving as the Curator or Academic Supervisor of an Exhibition	2 points	
COMPETENCE CATEGORY F. Networking and teamwork			
1. Courses and career development	Course ¹⁶	0.1 point/hour	
	Attendance at a conference (national or international)	0.1 point/hour. Divide points between Comp. Cat. A (half) and Comp. Cat. F (half) ¹⁷	
COMPETENCE CATEGORY G. Career management			
1. Courses and career development	Course ¹⁸	0.1 point/hour	
No points awarded for:			
	<ul style="list-style-type: none"> - Participation in meetings will not be counted as attendance at lectures or training sessions. - With regard to publications: no abstracts of lectures in the programme booklet for a conference or similar texts; no project reports. - No presentations at work meetings of one's own research or project team - Evacuation leader training. 		

¹⁵ No points will be awarded for presentations at work meetings of one's own research group.

¹⁶ e.g. Leadership and Teamwork. Online training and webinars on these topics also fall under this heading. A maximum of six points for the entire programme applies for all activities related to taking courses and educational programmes in all competence categories together.

¹⁷ PhD students may always add clear motivation for why a given activity fits in one or the other in their particular case.

¹⁸ e.g. Job-application Techniques. Online training and webinars on these topics also fall under this heading. A maximum of six points for the entire programme applies for all activities related to taking courses and educational programmes in all competence categories together.

	<ul style="list-style-type: none">- Foreign residences for archival research or work consisting solely of searching will not be counted as research residencies.
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Points-system Table for Literature

Type	Activity	Number of Points	Maximum
COMPETENCE CATEGORY A. Research skills and techniques			
1. Courses and career development	Course ¹⁹	0.1 point/hour	
1. Courses and career development	Attendance at a lecture ²⁰	0.1 point/hour	
1. Courses and career development	Research residency ²¹	0.2 points/working day	
3. Publications and production /realisation	Peer-review proposal/manuscript (for journal or official scientific institution/organisation)	1 point/review	
1. Courses and career development	Attendance at a conference (national or international)	0.1 point/hour, with a maximum of 2 points per conference. Divide points between Comp. Cat. A and Comp. Cat. F ²²	
1. Courses and career development	Summer School or equivalent	0.1 point/hour	
COMPETENCE CATEGORY B. Adaptation to research environment			
1. Courses and career development	Course ²³	0.1 point/hour	
2. Education and academic (or other) service	Membership on University of Antwerp boards/committees - Peer review for an ADS committee - Membership on a faculty or departmental board, research committee, Association for assistant academic staff and non-	0.1 point/hour 1 point/year	

¹⁹ e.g. E-sources, Excel, Access, Scientific Reasoning and Reporting. Online training and webinars on these topics also fall under this heading. All activities related to taking courses and educational programmes in all competence categories together should preferably be limited to a maximum of six points for the entire programme.

²⁰ This also includes study days, workshops, conferences and similar events.

²¹ Work consisting solely of searching does not count as a research residency.

²² PhD students may always add clear motivation for why a given activity fits in one or the other in their particular case.

²³ e.g. Innovation Management & Entrepreneurship. Online training and webinars on these topics also fall under this heading. All activities related to taking courses and educational programmes in all competence categories together should preferably be limited to a maximum of six points for the entire programme.

	statutory academic staff (VABAP)		
3. Publications and production /realisation	Membership on the editorial board of an international journal	2 points/year	
3. Publications and production /realisation	Membership on the editorial board of a national/local journal	1 point/year	
2. Education and academic (or other) service	Serving as chair of official academic boards/committees	2 points/year	
2. Education and academic (or other) service	Serving as secretary of a research group	1 point/year	
COMPETENCE CATEGORY C. Research Management²⁴			
1. Courses and career development	Course ²⁵	0.1 point/hour	
2. Education and academic (or other) service	Assessment of Bachelor or Master thesis (2 nd reader)	0.5 point/Bachelor or Master thesis	See the general footnote for Comp. Cat. C
2. Education and academic (or other) service	Serving on the jury for and assisting in the correction of examinations ²⁶	0.1 point/hour	See the general footnote for Comp. Cat. C
4. Academic (or other) communication	Serving as the organiser (or co-organiser) of a conference/workshop	1 point/day for the length of the conference/workshop	
2. Education and academic (or other) service	Providing administrative support for a conference/project	0.5 point/conference or project (regardless of length)	
5. Project proposal and award	Writing a project proposal/acquiring a project ²⁷	1 point/project proposal OR 2 points/project acquired	

²⁴ A maximum of six points for the entire degree programme applies for all teaching-related activities (teaching, supervision, assessment) in this competence category and in Category E together.

²⁵ e.g. Project Management, Word, Mind-mapping. Online training and webinars on these topics also fall under this heading. A maximum of six points for the entire programme applies for all activities related to taking courses and educational programmes in all competence categories together.

²⁶ No points will be awarded for the supervision of examinations.

²⁷ The project must have been written by the PhD student.

COMPETENCE CATEGORY D. Personal effectiveness²⁸			
1. Courses and career development	Course ²⁹	0.1 point/hour	
3. Publications and production /realisation	International publication (WoS, VABB)	4 points/publication	
3. Publications and production /realisation	National publication (WoS, VABB)	3 points/publication	
3. Publications and production /realisation	Local publication (not in WoS or VABB)	1 point/publication	
3. Publications and production /realisation	Proceedings paper	1 point/publication	
3. Publications and production /realisation	Review for an academic journal	1 point/publication	
3. Publications and production /realisation	Editing a collection (VABB)	2 point/publication	
3. Publications and production /realisation	Editing an academic publication of literary work	2 point/publication	
3. Publications and production /realisation	Publication for a broader audience	0.5 point/publication	
4. Academic (or other) communication	Serving as the webmaster for a research group or other official body	0.5 point/academic website/year	
5. Project proposal and award	Prize for article/publication ³⁰	1 point/prize	

²⁸ Publications can be acknowledged only after they have been accepted (statement from the editor or a copy of the publication). The number of points awarded will depend on the type of publication. For publications with up to three authors, all authors will receive the full number of points. For publications with more than three authors, only the first and last author will receive the full number of points. The other authors must explicitly state their contribution to the preparation of the article (and have this confirmed by a supervisor or other involved representative). If this contribution is equivalent to that of the first and last authors, these authors will also receive the full number of points (depending on the type of publication). For a secondary role, they will receive one point. No points will be awarded for abstracts of lectures in the programme booklet for a conference or similar texts.

²⁹ e.g. Time Management, Achieving your Goals. Online training and webinars on these topics also fall under this heading. All activities related to taking courses and educational programmes in all competence categories together should preferably be limited to a maximum of six points for the entire programme.

³⁰ No points will be awarded for prizes for the best poster, lecture or similar awards.

COMPETENCE CATEGORY E. Communication skills³¹			
1. Courses and career development	Course ³²	0.1 point/hour	
1. Courses and career development	Language training	0.1 point/contact hour	
2. Education and academic (or other) service	Teaching in higher education ³³	0.2 point/contact hour	See the general footnote for Comp. Cat. E
2. Education and academic (or other) service	Supervision of seminars and exercises	0.1 point/hour	See the general footnote for Comp. Cat. E
4. Academic (or other) communication	International presentation at a conference or workshop	3 points/presentation	
4. Academic (or other) communication	National presentation at a conference or workshop	2 points/presentation	
4. Academic (or other) communication	Poster presentation at a conference or workshop (national or international)	1 point/presentation	
4. Academic (or other) communication	Other presentations (e.g. guest lecture at another university or lecture at a conference or workshop without peer review, in Belgium or abroad, presentation within one's own department/university) ³⁴	1 point/presentation	
4. Academic (or other) communication	Teaching in a company/to a broader audience	0.1 point/hour	See the general footnote for Comp. Cat. E
4. Academic (or other) communication	Press interview on one's own research (national and international)	0.5 point/interview	
4. Academic (or other) communication	Press conference for a project	0.5 point/press session	

³¹ For presentations, points will be awarded only if the PhD student was the 'presenting author'. The points system stated in the table will also apply to presentations made through teleconferencing. A maximum of six points for the entire degree programme applies for all research-related activities (teaching, supervision, assessment) in this competence category and in Category C together.

³² e.g. Making Presentations, Writing, Communication, PowerPoint, Speed-reading, Web Design, Writing Proposals, Writing Coaching. Online training and webinars on these topics also fall under this heading. All activities related to taking courses and educational programmes in all competence categories together should preferably be limited to a maximum of six points for the entire programme.

³³ No points will be awarded for working hours spent in preparation for lectures.

³⁴ No points will be awarded for presentations at work meetings of one's own research group.

4. Academic (or other) communication	Panel discussion (expert)	0.5 point/discussion	
4. Academic (or other) communication	Serving as the Curator or Academic Supervisor of an Exhibition	2 points/exhibition	
2. Education and academic (or other) service	Participation in information days and 'Sid-ins'	0.1 point/hour	
COMPETENCE CATEGORY F. Networking and teamwork			
1. Courses and career development	Course ³⁵	0.1 point/hour	
1. Courses and career development	Attendance at a conference (national or international)	0.1 point/hour, with a maximum of 2 points per conference. Divide points between Comp. Cat. A (half) and Comp. Cat. F (half) ³⁶	
4. Academic (or other) communication	Organisation of PhD student lunches	1 point/year	
1. Courses and career development	Attendance at PhD student lunches	0.1 point/hour	
COMPETENCE CATEGORY G. Career management			
1. Courses and career development	Course or mentorship ³⁷	0.1 point/hour	
No points awarded for:			
	<ul style="list-style-type: none"> - Participation in meetings will not be counted as attendance at lectures or training sessions. - With regard to publications: no abstracts of lectures in the programme booklet for a conference or similar texts; no project reports. - No presentations at work meetings of one's own research group. - No points will be awarded for an evacuation leader training. - ADS PhD student day: 0.1 point for substantive lecture; no points will be awarded for other activities. - No points will be awarded for supervision during examinations. 		

³⁵ e.g. Leadership and Teamwork. Online training and webinars on these topics also fall under this heading. All activities related to taking courses and educational programmes in all competence categories together should preferably be limited to a maximum of six points for the entire programme.

³⁶ PhD students may always add clear motivation for why a given activity fits in one or the other in their particular case.

³⁷ e.g. Job-application Techniques. Online training and webinars on these topics also fall under this heading. All activities related to taking courses and educational programmes in all competence categories together should preferably be limited to a maximum of six points for the entire programme.

Points-system Table for Linguistics

Type	Activity	Number of Points	Maximum
COMPETENCE CATEGORY A. Research skills and techniques			
1. Courses and career development	Course ³⁸	0.1 point/hour	
1. Courses and career development	Attendance at a lecture ³⁹	0.1 point/hour	
1. Courses and career development	Research residency ⁴⁰	0.2 points/working day	
3. Publications and production /realisation	Peer-review proposal/manuscript (for journal or official scientific institution/organisation)	1 point/review	
1. Courses and career development	Attendance at a conference (national or international)	0.1 point/hour, with a maximum of 2 points per conference. Divide points between Comp. Cat. A and Comp. Cat. F ⁴¹	
1. Courses and career development	Summer School or equivalent	0.1 point/hour	
COMPETENCE CATEGORY B. Adaptation to research environment			
1. Courses and career development	Course ⁴²	0.1 point/hour	
2. Education and academic (or other) service	Membership on University of Antwerp boards/committees - Peer review for an ADS committee - Membership on a faculty or departmental board, research committee, Association for assistant academic staff and non-statutory academic staff (VABAP)	0.1 point/hour 1 point/year	
3. Publications and production /realisation	Membership on the editorial board of an international journal	2 points/year	

³⁸ e.g. E-sources, Excel, Access, Scientific Reasoning and Reporting. Online training and webinars on these topics also fall under this heading. A maximum of six points for the entire programme applies for all activities related to taking courses and educational programmes in all competence categories together.

³⁹ This also includes study days, workshops, conferences and similar events.

⁴⁰ Work consisting solely of searching does not count as a research residency.

⁴¹ PhD students may always add clear motivation for why a given activity fits in one or the other in their particular case.

⁴² e.g. Innovation Management & Entrepreneurship. Online training and webinars on these topics also fall under this heading. A maximum of six points for the entire programme applies for all activities related to taking courses and educational programmes in all competence categories together.

3. Publications and production /realisation	Membership on the editorial board of a national/local journal	1 point/year	
2. Education and academic (or other) service	Serving as chair of official academic boards/committees	2 points/year	
COMPETENCE CATEGORY C. Research Management⁴³			
1. Courses and career development	Course ⁴⁴	0.1 point/hour	
2. Education and academic (or other) service	Supervision of Bachelor thesis ⁴⁵	1 point/Bachelor thesis	See the general footnote for Comp. Cat. C
2. Education and academic (or other) service	Supervision of Master thesis ⁴⁶	2 points/Master thesis	See the general footnote for Comp. Cat. C
2. Education and academic (or other) service	Assessment of Bachelor or Master thesis (2 nd reader) ⁴⁷	0.5 point/Bachelor or Master thesis	See the general footnote for Comp. Ca.t C
2. Education and academic (or other) service	Serving on an examination jury ⁴⁸	0.1 point/hour	See the general footnote for Comp. Cat. C
4. Academic (or other) communication	Serving as the organiser (or co-organiser) of a conference/workshop	1 point/day for the length of the conference/workshop	
5. Project proposal and award	Providing administrative support for a conference/project	0.5 point/conference or project (regardless of length)	

⁴³ A maximum of six points for the entire degree programme applies for all teaching-related activities (teaching, supervision, assessment) in this competence category and in Category E together.

⁴⁴ e.g. Project Management, Word, Mind-mapping. Online training and webinars on these topics also fall under this heading. A maximum of six points for the entire programme applies for all activities related to taking courses and educational programmes in all competence categories together.

⁴⁵ Service as supervisor must be confirmed by the promoter of the Bachelor thesis. It must consist of substantial and structural input in the supervision. No points will be awarded for incidental activities in this regard. If a Bachelor thesis is entered for this activity, it cannot be used simultaneously for the activity 'Assessment of Bachelor or Master Thesis (2nd reader)'.
⁴⁶ Service as supervisor must be confirmed by the promoter of the Master thesis. It must consist of substantial and structural input in the supervision. No points will be awarded for incidental activities in this regard. If a Master thesis is entered for this activity, it cannot be used simultaneously for the activity 'Assessment of Bachelor or Master Thesis (2nd reader)'.
⁴⁷ Points will be awarded (separately) for the reassessment of a thesis during the 2nd exam period.
⁴⁸ No points will be awarded for the supervision of examinations.

5. Project proposal and award	Projects acquired ⁴⁹	2 points/project	
COMPETENCE CATEGORY D. Personal effectiveness⁵⁰			
1. Courses and career development	Course ⁵¹	0.1 point/hour	
3. Publications and production /realisation	International publication (WoS, VABB)	4 points/publication	
3. Publications and production /realisation	National publication (WoS, VABB)	3 points/publication	
3. Publications and production /realisation	Local publication (not in WoS or VABB)	1 point/publication	
3. Publications and production /realisation	Proceedings paper	1 point/publication Exception computer linguistics: 3 points/publication (national) or 4 points/publication (international)	
3. Publications and production /realisation	Published book review	1 point/publication	
3. Publications and production /realisation	Editing a collection (VABB)	2 points/publication	
3. Publications and production /realisation	Publication for a broader audience	0.5 point/publication	
4. Academic (or other) communication	Serving as the webmaster for a research group or other official body	0.5 point/academic website/year	
5. Project proposal and award	Prize for article/publication ⁵²	1 point/prize	

⁴⁹ Only accepted projects may be entered. No points will be awarded for the writing of project proposals that are not accepted. The project must have been written completely by the PhD student. Written confirmation from the supervisor is required.

⁵⁰ Publications can be acknowledged only after they have been accepted (statement from the editor or a copy of the publication). The number of points awarded will depend on the type of publication. For publications with up to three authors, all authors will receive the full number of points. For publications with more than three authors, only the first and last author will receive the full number of points. The other authors must explicitly state their contribution to the preparation of the article (and have this confirmed by a supervisor or other involved representative). If this contribution is equivalent to that of the first and last authors, these authors will also receive the full number of points (depending on the type of publication). For a secondary role, they will receive one point. No points will be awarded for abstracts of lectures in the programme booklet for a conference or similar texts.

⁵¹ e.g. Time Management, Achieving your Goals. Online training and webinars on these topics also fall under this heading. A maximum of six points for the entire programme applies for all activities related to taking courses and educational programmes in all competence categories together.

⁵² No points will be awarded for prizes for the best poster, lecture or similar awards.

COMPETENCE CATEGORY E. Communication skills⁵³			
1. Courses and career development	Course ⁵⁴	0.1 point/hour	
1. Courses and career development	Language training	0.1 point/contact hour	
2. Education and academic (or other) service	Teaching in higher education ⁵⁵	0.2 point/contact hour	See the general footnote for Comp. Cat. E
2. Education and academic (or other) service	Supervision of seminars and exercises	0.1 point/hour	See the general footnote for Comp. Cat. E
4. Academic (or other) communication	International presentation at a conference or workshop (with peer review)	3 points/presentation	
4. Academic (or other) communication	National presentation at a conference or workshop (with peer review)	2 points/presentation	
4. Academic (or other) communication	Poster presentation (national or international)	1 point/presentation	
4. Academic (or other) communication	Other presentations (e.g. guest lecture at another university or lecture at a conference or workshop without peer review, in Belgium or abroad, presentation within one's own department/university) ⁵⁶	1 point/presentation	
4. Academic (or other) communication	Teaching in a company/to a broader audience	0.1 point/hour	See the general footnote for Comp. Cat. E
4. Academic (or other) communication	Press interview on one's own research (national and international)	0.5 point/interview	

⁵³ For presentations, points will be awarded only if the PhD student was the 'presenting author'. The points system stated in the table will also apply to presentations made through teleconferencing. A maximum of six points for the entire degree programme applies for all research-related activities (teaching, supervision, assessment) in this competence category and in Category C together.

⁵⁴ e.g. Making Presentations, Writing, Communication, PowerPoint, Speed-reading, Web Design, Writing Proposals, Writing Coaching. Online training and webinars on these topics also fall under this heading. A maximum of six points for the entire programme applies for all activities related to taking courses and educational programmes in all competence categories together.

⁵⁵ No points will be awarded for working hours spent in preparation for lectures.

⁵⁶ No points will be awarded for presentations at work meetings of one's own research group.

4. Academic (or other) communication	Press conference for a project	0.5 point/press session	
4. Academic (or other) communication	Panel discussion (expert)	0.5 point/discussion	
COMPETENCE CATEGORY F. Networking and teamwork			
1. Courses and career development	Course ⁵⁷	0.1 point/hour	
1. Courses and career development	Attendance at a conference (national or international)	0.1 point/hour, with a maximum of 2 points per conference. Divide points between Comp. Cat. A (half) and Comp. Cat. F (half) ⁵⁸	
COMPETENCE CATEGORY G. Career management			
1. Courses and career development	Course ⁵⁹	0.1 point/hour	
No points awarded for:			
	<ul style="list-style-type: none"> - Participation in meetings will not be counted as attendance at lectures or training sessions. - With regard to publications: no abstracts of lectures in the programme booklet for a conference or similar texts; no project reports. - No presentations at work meetings of one's own research group. - No points will be awarded for prizes for presentations and posters. They can however be mentioned on the diploma supplement. - No points will be awarded for an evacuation leader training. - No points will be awarded for project proposals that have not been accepted. - ADS PhD student day: 0.1 point for substantive lecture; no points will be awarded for other activities. - No points will be awarded for supervision during examinations. 		

⁵⁷ e.g. Leadership and Teamwork. Online training and webinars on these topics also fall under this heading. A maximum of six points for the entire programme applies for all activities related to taking courses and educational programmes in all competence categories together.

⁵⁸ PhD students may always add clear motivation for why a given activity fits in one or the other in their particular case.

⁵⁹ e.g. Job-application Techniques. Online training and webinars on these topics also fall under this heading. A maximum of six points for the entire programme applies for all activities related to taking courses and educational programmes in all competence categories together.

Points-system Table for Applied Linguistics

Type	Activity	Number of Points	Maximum
COMPETENCE CATEGORY A. Research skills and techniques			
1. Courses and career development	Course ⁶⁰	0.1 point/hour	
1. Courses and career development	Attendance at a lecture ⁶¹	0.1 point/hour	
1. Courses and career development	Summer School	0.1 point/hour	
1. Courses and career development	Taking specialised workshops	0.1 point/hour	
1. Courses and career development	Research residency ⁶²	0.2 points/working day	
Publications and production /realisation	Peer-review proposal/manuscript (for journal or official scientific institution/organisation)	1 point/review	
1. Courses and career development	Attendance at a conference (national or international)	0.1 point/hour. Divide points between Comp. Cat. A and Comp. Cat. F ⁶³	
2. Education and academic (or other) service	Serving on an examination jury ⁶⁴	0.1 point/hour	See the general footnote for Comp. Cat. C
COMPETENCE CATEGORY B. Adaptation to research environment			
1. Courses and career development	Course ⁶⁵	0.1 point/hour	
2. Education and academic (or other) service	Membership on University of Antwerp boards/committees - Peer review for an ADS committee - Membership on a faculty or departmental board, research	0.1 point/hour 1 point/year	

⁶⁰ e.g. E-sources, Excel, Access, Scientific Reasoning and Reporting. Online training and webinars on these topics also fall under this heading. A maximum of six points for the entire programme applies for all activities related to taking courses and educational programmes in all competence categories together.

⁶¹ This also includes study days, workshops, conferences and similar events.

⁶² Work consisting solely of searching does not count as a research residency.

⁶³ PhD students may always add clear motivation for why a given activity fits in one or the other in their particular case.

⁶⁴ No points will be awarded for the supervision of examinations.

⁶⁵ e.g. Innovation Management & Entrepreneurship. Online training and webinars on these topics also fall under this heading. A maximum of six points for the entire programme applies for all activities related to taking courses and educational programmes in all competence categories together.

	committee, Association for non-statutory academic staff (VABAP)		
3. Publications and production /realisation	Membership on the editorial board of an international journal	2 points/year	
3. Publications and production /realisation	Membership on the editorial board of a national/local journal	1 point/year	
2. Education and academic (or other) service	Serving as chair of official academic boards/committees	2 points/year	
	Consultancy	0.5 point	
COMPETENCE CATEGORY C. Research Management⁶⁶			
1. Courses and career development	Course ⁶⁷	0.1 point/hour	
2. Education and academic (or other) service	Assessment of Bachelor thesis (2 nd reader)	0.5 point/Bachelor thesis	
4. Academic (or other) communication	Organisation of an academic activity: full organisation/main organisation	1 point/day for the length of the activity	
4. Academic (or other) communication	Organisation of an academic activity: co-organisation	0.5 point/day for the length of the activity	
4. Academic (or other) communication	Co-organisation of a session at a conference	0.5 point	
5. Project proposal and award	Projects acquired ⁶⁸	2 points/project	
COMPETENCE CATEGORY D. Personal effectiveness⁶⁹			
1. Courses and career development	Course ⁷⁰	0.1 point/hour	

⁶⁶ A maximum of six points for the entire degree programme applies for all teaching-related activities (teaching, supervision, assessment) in this competence category and in Category E together.

⁶⁷ e.g. Project Management, Word, Mind-mapping. Online training and webinars on these topics also fall under this heading. A maximum of six points for the entire programme applies for all activities related to taking courses and educational programmes in all competence categories together.

⁶⁸ Only accepted projects may be entered. No points will be awarded for the writing of project proposals that have not been accepted. The project must have been written completely by the PhD student. Written confirmation from the supervisor is required.

⁶⁹ Publications can be acknowledged only after they have been accepted (statement from the editor or a copy of the publication). The number of points awarded will depend on the type of publication. For publications with up to three authors, all authors will receive the full number of points. For publications with more than three authors, only the first and last author will receive the full number of points. The other authors must explicitly state their contribution to the preparation of the article (and have this confirmed by a supervisor or other involved representative). If this contribution is equivalent to that of the first and last authors, these authors will also receive the full number of points (depending on the type of publication). For a secondary role, they will receive one point. No points will be awarded for abstracts of lectures in the programme booklet for a conference or similar texts.

⁷⁰ e.g. Time Management, Achieving your Goals. Online training and webinars on these topics also fall under this heading. A maximum of six points for the entire programme applies for all activities related to taking courses and educational programmes in all competence categories together.

3. Publications and production /realisation	International publication (WoS, VABB)	4 points/publication	
3. Publications and production /realisation	National publication (WoS, VABB)	3 points/publication	
3. Publications and production /realisation	Local publication (not in WoS or VABB)	1 point/publication	
3. Publications and production /realisation	Proceedings paper	1 point/publication	
3. Publications and production /realisation	Published book review	1 point/publication	
3. Publications and production /realisation	Publication for a broader audience + opinion piece in a newspaper or journal	1 point/publication	
4. Academic (or other) communication	Serving as the webmaster for a research group or other official body	1 point/academic website/year	
5. Project proposal and award	Prize for article/publication	1 point/prize	
COMPETENCE CATEGORY E. Communication skills⁷¹			
1. Courses and career development	Course ⁷²	0.1 point/hour	
Courses and career development	Language training	0.1 point/contact hour	
2. Education and academic (or other) service	Teaching in higher education	0.2 point/contact hour	See the general footnote for Comp. Cat. E
2. Education and academic (or other) service	Supervision of seminars and exercises	0.1 point/hour	See the general footnote for Comp. Cat. E
4. Academic (or other) communication	International presentation	3 points/presentation	

⁷¹ For presentations, points will be awarded only if the PhD student was the 'presenting author'. The points system stated in the table will also apply to presentations made through teleconferencing. A maximum of six points for the entire degree programme applies for all research-related activities (teaching, supervision, assessment) in this competence category and in Category C together.

⁷² e.g. Making Presentations, Writing, Communication, PowerPoint, Speed-reading, Web Design, Writing Proposals, Writing Coaching. Online training and webinars on these topics also fall under this heading. A maximum of six points for the entire programme applies for all activities related to taking courses and educational programmes in all competence categories together.

4. Academic (or other) communication	National presentation	2 points/presentation	
4. Academic (or other) communication	Poster presentation (national or international)	1 point/poster presentation	
4. Academic (or other) communication	Presentation of one's own research within one's own department or within a lecture upon request by the course unit coordinator for the course ⁷³	1 point/presentation	
4. Academic (or other) communication	Teaching in a company/to a broader audience	0.1 point/hour	See the general footnote for Comp. Cat. E
4. Academic (or other) communication	Giving specialised workshops	1 point	
4. Academic (or other) communication	Interviews for a broader audience or the press (national and international)	0.5 point/interview	
4. Academic (or other) communication	Press conference for a project	0.5 point/press conference	
4. Academic (or other) communication	Panel discussion (expert)	0.5 point/panel discussion	
COMPETENCE CATEGORY F. Networking and teamwork			
1. Courses and career development	Course ⁷⁴	0.1 point/hour	
1. Courses and career development	Attendance at a conference (national or international)	0.1 point/hour. Divide points between Comp. Cat. A (half) and Comp. Cat. F (half) ⁷⁵	
	Membership on and/or contribution to the activities of professional associations (and/or interest groups)	0.5 point	

⁷³ No points will be awarded for presentations at work meetings of one's own research group.

⁷⁴ e.g. Leadership and Teamwork. Online training and webinars on these topics also fall under this heading. A maximum of six points for the entire programme applies for all activities related to taking courses and educational programmes in all competence categories together.

⁷⁵ PhD students may always add clear motivation for why a given activity fits in one or the other in their particular case.

COMPETENCE CATEGORY G. Career management			
1. Courses and career development	Course ⁷⁶	0.1 point/hour	
No points awarded for:			
	<ul style="list-style-type: none"> - Participation in meetings will not be counted as attendance at lectures or training sessions. - With regard to publications: no abstracts of lectures in the programme booklet for a conference or similar texts; no project reports. - No presentations at work meetings of one's own research group. - Evacuation leader training. - Non-accepted project proposals. 		

⁷⁶ e.g. Job-application Techniques. Online training and webinars on these topics also fall under this heading. A maximum of six points for the entire programme applies for all activities related to taking courses and educational programmes in all competence categories together.

Points-system Table for Philosophy

Type	Activity	Number of Points	Maximum
COMPETENCE CATEGORY A. Research skills and techniques			
1. Courses and career development	Course ⁷⁷	0.1 point/hour	
1. Courses and career development	Attendance at a lecture ⁷⁸	0.1 point/hour	
1. Courses and career development	Research residency ⁷⁹	0.2 points/working day	
	Peer-review proposal/manuscript (for journal or official scientific institution/organisation)	1 point/review	
1. Courses and career development	Attendance at a conference (national or international)	0.1 point/hour. Divide points between Comp. Cat. A and Comp. Cat. F ⁸⁰	
2. Education and academic (or other) service	Serving on an examination jury ⁸¹	0.1 point/hour	See the general footnote for Comp. Cat. C
COMPETENCE CATEGORY B. Adaptation to research environment			
1. Courses and career development	Course ⁸²	0.1 point/hour	
2. Education and academic (or other) service	Membership on University of Antwerp boards/committees - Peer review for an ADS committee - Membership on a faculty or departmental board, research committee, Association for assistant academic staff and non-statutory academic staff (VABAP)	0.1 point/hour 1 point/year	

⁷⁷ e.g. E-sources, Excel, Access, Scientific Reasoning and Reporting. Online training and webinars on these topics also fall under this heading. A maximum of six points for the entire programme applies for all activities related to taking courses and educational programmes in all competence categories together.

⁷⁸ This also includes study days, workshops, conferences and similar events.

⁷⁹ Work consisting solely of searching does not count as a research residency.

⁸⁰ PhD students may always add clear motivation for why a given activity fits in one or the other in their particular case.

⁸¹ No points will be awarded for the supervision of examinations.

⁸² e.g. Innovation Management & Entrepreneurship. Online training and webinars on these topics also fall under this heading. A maximum of six points for the entire programme applies for all activities related to taking courses and educational programmes in all competence categories together.

3. Publications and production /realisation	Membership on the editorial board of an international journal	2 points/year	
3. Publications and production /realisation	Membership on the editorial board of a national/local journal	1 point/year	
2. Education and academic (or other) service	Serving as chair of official academic boards/committees	2 points/year	
COMPETENCE CATEGORY C. Research Management⁸³			
1. Courses and career development	Course ⁸⁴	0.1 point/hour	
2. Education and academic (or other) service	Assessment of Bachelor thesis (2 nd reader)	0.5 point/Bachelor thesis	
4. Academic (or other) communication	Organisation of an academic activity: full organisation/main organisation	1 point/day for the length of the activity	
4. Academic (or other) communication	Organisation of a scientific activity: co-organisation	0.5 point/day for the length of the activity	
4. Academic (or other) communication	Co-organisation of a session at a conference	0.5 point	
5. Project proposal and award	Projects acquired ⁸⁵	2 points/project	
COMPETENCE CATEGORY D. Personal effectiveness⁸⁶			
1. Courses and career development	Course ⁸⁷	0.1 point/hour	
3. Publications and production /realisation	International publication (WoS, VABB)	4 points/publication	
3. Publications and production /realisation	National publication (WoS, VABB)	3 points/publication	

⁸³ A maximum of six points for the entire degree programme applies for all teaching-related activities (teaching, supervision, assessment) in this competence category and in Category E together.

⁸⁴ e.g. Project Management, Word, Mind-mapping. Online training and webinars on these topics also fall under this heading. A maximum of six points for the entire programme applies for all activities related to taking courses and educational programmes in all competence categories together.

⁸⁵ Only accepted projects may be entered. No points will be awarded for the writing of project proposals that have not been accepted. The project must have been written completely by the PhD student. Written confirmation from the supervisor is required.

⁸⁶ Publications can be acknowledged only after they have been accepted (statement from the editor or a copy of the publication). The number of points awarded will depend on the type of publication. For publications with up to three authors, all authors will receive the full number of points. For publications with more than three authors, only the first and last author will receive the full number of points. The other authors must explicitly state their contribution to the preparation of the article (and have this confirmed by a supervisor or other involved representative). If this contribution is equivalent to that of the first and last authors, these authors will also receive the full number of points (depending on the type of publication). For a secondary role, they will receive one point. No points will be awarded for abstracts of lectures in the programme booklet for a conference or similar texts.

⁸⁷ e.g. Time Management, Achieving your Goals. Online training and webinars on these topics also fall under this heading. A maximum of six points for the entire programme applies for all activities related to taking courses and educational programmes in all competence categories together.

3. Publications and production /realisation	Local publication (not in WoS or VABB)	1 point/publication	
3. Publications and production /realisation	Proceedings paper	1 point/publication	
3. Publications and production /realisation	Published book review	1 point/publication	
3. Publications and production /realisation	Publication for a broader audience + opinion piece in a newspaper or journal	1 point/publication	
4. Academic (or other) communication	Serving as the webmaster for a research group or other official body	1 point/academic website/year	
5. Project proposal and award	Prize for article/publication	1 point/prize	
COMPETENCE CATEGORY E. Communication skills⁸⁸			
1. Courses and career development	Course ⁸⁹	0.1 point/hour	
Courses and career development	Language training	0.1 point/contact hour	
2. Education and academic (or other) service	Teaching in higher education	0.2 point/contact hour	See the general footnote for Comp. Cat. E
2. Education and academic (or other) service	Supervision of seminars and exercises	0.1 point/hour	See the general footnote for Comp. Cat. E
4. Academic (or other) communication	International presentation	3 points/presentation	
4. Academic (or other) communication	National presentation	2 points/presentation	
4. Academic (or other) communication	Poster presentation (national or international)	1 point/poster presentation	
4. Academic (or other) communication	Presentation of one's own research within one's own department or within a lecture upon request by the	1 point/presentation	

⁸⁸ For presentations, points will be awarded only if the PhD student was the 'presenting author'. The points system stated in the table will also apply to presentations made through teleconferencing. A maximum of six points for the entire degree programme applies for all research-related activities (teaching, supervision, assessment) in this competence category and in Category C together.

⁸⁹ e.g. Making Presentations, Writing, Communication, PowerPoint, Speed-reading, Web Design, Writing Proposals, Writing Coaching. Online training and webinars on these topics also fall under this heading. A maximum of six points for the entire programme applies for all activities related to taking courses and educational programmes in all competence categories together.

	course unit coordinator for the course ⁹⁰		
4. Academic (or other) communication	Teaching in a company/to a broader audience	0.1 point/hour	See the general footnote for Comp. Cat. E
4. Academic (or other) communication	Interviews for a broader audience or the press (national and international)	0.5 point/interview	
4. Academic (or other) communication	Press conference for a project	0.5 point/press conference	
4. Academic (or other) communication	Panel discussion (expert)	0.5 point/panel discussion	
COMPETENCE CATEGORY F. Networking and teamwork			
1. Courses and career development	Course ⁹¹	0.1 point/hour	
1. Courses and career development	Attendance at a conference (national or international)	0.1 point/hour. Divide points between Comp. Cat A (half) and Comp. Cat F (half) ⁹²	
COMPETENCE CATEGORY G. Career management			
1. Courses and career development	Course ⁹³	0.1 point/hour	
No points awarded for:			
	<ul style="list-style-type: none"> - Participation in meetings will not be counted as attendance at lectures or training sessions. - With regard to publications: no abstracts of lectures in the programme booklet for a conference or similar texts; no project reports. - No presentations at work meetings of one's own research group. - Evacuation leader training. - Non-accepted project proposals. 		

⁹⁰ No points will be awarded for presentations at work meetings of one's own research group.

⁹¹ e.g. Leadership and Teamwork. Online training and webinars on these topics also fall under this heading. A maximum of six points for the entire programme applies for all activities related to taking courses and educational programmes in all competence categories together.

⁹² PhD students may always add clear motivation for why a given activity fits in one or the other in their particular case.

⁹³ e.g. Job-application Techniques. Online training and webinars on these topics also fall under this heading. A maximum of six points for the entire programme applies for all activities related to taking courses and educational programmes in all competence categories together.