

Complementary rules and regulations for PhDs and the doctoral study programme

I. General provisions

Art. 1. Scope of application

These rules and regulations apply to PhD studies at the University of Antwerp Institute of Education and Information Sciences, also referred to as IEIS hereafter. These studies include the doctoral study programme and the PhD. They are complementary to the decree provisions set out in the decree of 04/04/2003 on the restructuring of higher education in Flanders on obtaining the academic title of doctor and to the UA PhD rules and regulations (approved by the UA Educational Board [16.12.2008], the UA Research Board [12/01/2009] and by the UA Board of Governors [12/01/2009]), and take into account the UA basic paper on the doctoral study programme (approved by the UA Educational Board [08/06/2004], the UA Research Board [14/06/2004] and by the UA Board of Governors [29/06/2004]).

Art. 2. Responsible boards and committees

Within the IEIS, the following boards and committees are responsible for PhD studies:

- the institute board (IB)
- the doctoral study programme committee (DIEIS)
- the individual doctoral committee (IDC).

The authority of the different boards and committees in connection with PhD studies is covered in the following articles.

Art. 3. The Institute Board's authority of decision

With regard to PhD studies, the institute board (IB) has the authority of decision on:

- §1. admission to PhD studies, based on an examination of the candidate's suitability (see Article 9 of the UA PhD rules and regulations);
 - §2. appointing the supervisor(s) for the dissertation (see Article 15 of the UA PhD rules and regulations).
 - §3. composing the individual doctoral committees (IDC) and appointing the chair (see Article 17 and 18 of the UA PhD rules and regulations);
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- §4. composing the PhD jury and appointing the chair (see Articles 27 and 28 of the UA PhD rules and regulations);
 - §5. where necessary, determining the course programme during the PhD for candidates who fall under Article 10 of the UA PhD rules and regulations;
 - §6. where necessary, determining the preparatory programme for candidates who fall under Article 11 or 13 of the general PhD rules and regulations;
 - §7. putting together the doctoral study committee (DIEIS), which consists of the Executive Board of the IEIS, as well as the chairs of the Research and Educational committees;
 - §8. appointing the institute PhD coordinator (IPC), who is also the chair of the doctoral study committee (DIEIS) (see Article 21 of these complementary rules and regulations), and represents the IEIS in the Antwerp Doctoral School Board (ADSb);
 - §9. approving the assessment reports by the individual doctoral committees (IDC) following the annual progress report for the PhD (see Article 22 of the UA PhD rules and regulations);
 - §10. granting permission to submit the dissertation in a foreign language (see Article 24 of the UA PhD rules and regulations);
 - §11. specifying the details for the public defence of the dissertation (see Article 26 of the UA PhD rules and regulations);
 - §12. following or not following the advice provided by the doctoral study programme committee (DIEIS) and the individual doctoral committee (IDC).
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Art. 4. The
 Doctoral
 Study
 Programme
 Committee's
 authority of
 decision

With regard to PhD studies, the doctoral studies programme committee (DIEIS) has the authority of decision on:

- §1. coordinating and organising sections of the doctoral study programme;
 - §2. where necessary, monitoring the relevant PhD student's study programme as determined by the institute board (IB) (Article 1, paragraph 5);
 - §3. succeeding or not succeeding in the preparatory programme which can be imposed upon candidates who fall under Article 1, paragraph 6 of these complementary rules and regulations;
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- §4. determining the credit weighting for the activities which can be taken into account for the doctoral study programme;
 - §5. assessing and approving the doctoral study programme file and presenting the doctoral study programme certificate;
 - §6. managing the finances of the doctoral study programme budget (in consultation with the other faculty doctoral study programme committees);
 - §7. the points in Article 6 of these complementary rules and regulations, as advised by the institute PhD coordinator (IPC).
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Art.5. The Individual Doctoral Committee's provision of advice

With regard to PhD studies, the individual doctoral committee (IDC) provides advice to the institute board (IB) on:

- §1. the assessment of the annual progress report on the relevant PhD student's PhD (see Article 22 of the UA PhD rules and regulations);
 - §2. Disputes between the PhD student and supervisor (see Articles 14 and 47 of the UA PhD rules and regulations).
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Art. 6. The institute PhD coordinator's provision of advice

With regard to PhD studies, the institute PhD coordinator (IPC) provides advice to the doctoral study programme committee (DIEIS) on:

- §1. the assessment of the annual progress report on the relevant PhD student's doctoral study programme (see Article 23 of the UA PhD rules and regulations.)
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II. Eligibility criteria

Art. 7. PhD studies

PhD studies at the IEIS are open to any candidate who fulfils the conditions set out in Article 67 of the decree of 04/04/2003 on the restructuring of higher education in Flanders, and who, after the institute board (IB) has examined his/her suitability as a candidate, has also been given explicit permission.

Art. 8. Examination of suitability

The examination of a candidate's suitability by the institute board (IB) takes place on the basis of a file as determined by Article 9, 10, 11 or 13 of the UA PhD rules and regulations. The examination of the candidate's suitability may include a language test.

Art. 9. Informing the candidate of the result of the examination of suitability

The candidate must be informed of the result of this examination of suitability within a reasonable time limit. Six weeks is assumed to be a reasonable time limit. If the candidate is not informed of the result of this examination of suitability in the context of Article 9 or 10 of the UA PhD rules and regulations within three months, a positive decision may still be assumed. The latter does not apply to an examination of suitability performed in the case of Article 11 or 13 of the UA PhD rules and regulations, although examiners should strive to reach a decision within a reasonable time limit.

Art. 10. If the institute board (IB) imposes a preparatory programme with exams on the candidate (see Article 1, paragraph 5 of these complementary rules and regulations), it must inform the candidate of this with the result of the examination of the candidate's suitability. This course programme contains up to 60 credits and is part of the candidate's doctoral study programme. The institute board (IB) also sets the period within which the course programme must be completed. The candidate will contact the IEIS education secretariat for the practical arrangements in connection with the classes to be followed.

Art. 11. If the institute board (IB) imposes a preparatory programme with examinations on the candidate (see Article 1, paragraph 6 of these complementary rules and regulations), it must inform the candidate of this with the result of the examination of suitability. This preparatory programme may contain up to 60 credits. In justified cases, 'Eerder Verworven Competenties' (prior experience) and/or 'Eerder Verworven Kwalificaties' (prior qualifications) can count towards all or part of the preparatory programme. This programme **cannot** form part of the candidate's doctoral studies programme. The successful completion of the preparatory programme is an absolute condition in order to enrol for the preparation of the dissertation. The candidate will register with the student administration with a diploma contract for the elements in this preparatory programme. The doctoral study committee (DIEIS) is the examination board for this programme.

Art. 12.
Composition
of the
Individual
doctoral
committee

The individual doctoral committee (IDC) is composed by the institute board (IB) when the candidate is admitted to enrol as a PhD student, as specified in Articles 9, 10, 11 and 13 of the UA PhD rules and regulations.

III. Doctoral study programme

Art. 13.
General rules,
specifications and
limitations

Within the doctoral study programme, the PhD student must hone his/her skills as a junior researcher. With the help of the [competence profile](#) for PhD students at the University of Antwerp, in consultation with his/her supervisor, 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 total of 30 credits' worth of activities must be undertaken.
- at least 1 credit should be obtained in at least 4 categories of the skills profile.
- up to half of the total credits may be obtained in one skills category.

Skills categories (from the competence profile)
A. Research skills and techniques
B. Adapting to the research environment
C. Research management
D. Personal effectiveness
E. Communication skills
F. Networking and team work
G. Career management

The table below also applies to the doctoral study programme, with the specifications and limitations listed in Article 16 to 19 inclusive of these complementary rules and regulations.

Sections	Credits per activity
1. Courses	
1.1. Courses	0.1 c /hour
1.2. Language courses (total: up to 9)	0.1 c /hour
1.2. Lectures and similar (total: up to 9)	0.1 c /hour
1.3. Research visits (total: up to 9)	1c/5wd
2. Educational tasks	
2.1. Supervising and assessing a dissertation	2
2.2. Assessing a dissertation (2 nd reader)	0.5 0.2 c /hour

2.4. Supervising students	up to 4
2.5. Further training & professionalisation	0.1c/hour - up to 4 0.2c/hou
3. Research activities (including publications)	up to 4
4. Scholarly communication	up to 3

Art. 14.
Activities

Within the IEIS doctoral study programme, the recognition of activities is divided as follows:

- total activities of (at least) 30 credits.
- discipline-related activities: at least 17 credits
- activities not related to the discipline: at least 7 credits

Art. 15.
General specifications

In general, the following specifications apply:

The credits per activity determined by the IEIS apply to all PhD students of the institute. The individual doctoral committee (IDC) always reserves the right to request adjustments to the credits determined by the IEIS.

- 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 recognised in the context of the doctoral study programme. The PhD student must submit such justified requests for recognition to the doctoral study programme committee (DIEIS) at the start of the PhD.
- Although freedom of choice is fundamental in the doctoral study programme, the IEIS may impose a limited number of obligations within certain sections of the table. The obligation must always be to the advantage of most PhD students, be clearly indicated for the activities in question and take into account the basic principles of the doctoral study programme.

Art. 16.
Specifications for courses

For section 1 (courses) the following specifications apply:

- Lectures (also in the form of study days, workshops, post-graduate courses, conferences, etc..) can be taken into account for section 1 if there is proof of active participation in the file (for example a critical review, a copy of the student's own notes, a short report, proof of payment, list of participants, etc.).

- Meetings are not lectures or courses.
 - Research visits can also be recognised under section one, if there is proof of active participation. The recognition is provided for in batches of 5 working days.
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Art. 17.
Specifications
for teaching
duties

For section 2 (teaching duties) the following specifications apply:

The efforts must be checked and confirmed by the student's supervisor.

- The doctoral study programme committee (DIEIS) assesses the number of credits for each academic teaching task;
 - When the student presents his/her own research within his/her own department or during a class at the request of the lecturer-in-charge, this can also be recognised.
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Art. 18.
Specifications
for research
activities

For section 3 (research activities) the following specifications apply:

- Publications can only be recognised after acceptance (proof from the editor or a copy of the publication). The number of credits awarded depends on the author's contribution to the publication and the type of publication.
 - Project reports may be taken into account as long as they are published, accessible and/or available.
 - Acting as a journal editor, member of an editorial board, referee or reviewer of publications or a panel member at scholarly meetings is also recognised.
 - Abstracts of conferences, reports or applications are **not** taken into account.
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Art. 19.
Specifications for
scholarly
communication

For section 4 (scholarly communication) the following specifications apply:

- Posters and presentations at scholarly meetings and meetings which popularise scholarly subjects can be taken into account, but active involvement in the organisation of these types of meetings can also be recognised.
 - The number of credits awarded depends on the type of conference (international, national, etc.)
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- Presentations at work meetings with the student's own research group are **not** taken into account.
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Art. 20. Exemption Under very exceptional circumstances, candidates with particular qualifications may be exempt from the obligations and limitations as listed in Articles 16 to 19 inclusive. The doctoral study programme committee (DIEIS) makes this decision based on a reasoned proposal, substantiated with the necessary documents.

IV. Annual assessment of the PhD studies and the doctoral study programme

Art. 21
Annual
assessment

In order to steer the annual assessment in the right direction, the IB appoints a PhD coordinator within the institute. This institute PhD coordinator (IPC) is also the chair of the doctoral study programme committee (DIEIS).

Art. 22.
Progress
report

Every year before 1 May, each PhD student must submit a progress report electronically to the chair of the doctoral study programme committee (DIEIS). The IB provides a standard form electronically, which must be used in order to submit the report. This standard form contains instructions on submitting the report.

Art. 23.

In the first section of the progress report, the candidate shows which activities he/she has performed in the context of his/her research project, he/she describes how his/her research has progressed compared to the previous year and provides a schedule for the near future. In addition, the second part of this report describes the activities which the student followed and which can be taken into account for the doctoral study programme, as described in Articles 16 to 19 inclusive of these complementary rules and regulations.

Art. 24.
Additional
meeting

During the assessment of the progress report, the individual doctoral committee (IDC) or the doctoral study committee (DIEIS) can invite the PhD student for an individual meeting. The PhD student may also request a personal meeting.

Art. 25. Progress assessment

On the basis of the first part of the report, and the meeting, the individual doctoral committee (IDC) assesses the PhD student, and decides whether the student has made sufficient progress to continue the PhD process. The individual doctoral committee (IDC) can also formulate remarks about the activities indicated for the doctoral study programme. The IB will provide a standard form electronically for the individual doctoral committee (IDC) report.

Art. 26.

By 1 June at the latest, the chair of the individual doctoral committee (IDC) must provide the institute PhD coordinator with a brief report including an assessment. The PhD student concerned is also given an electronic copy of this report. The reports are submitted for joint discussion at the following institute board (IB) meeting. The institute chair calls on the institute PhD coordinator (IPC) in order to check the reports submitted. Following on from the institute board (IB) meeting the institute PhD coordinator (IPC) contacts PhD students and/or chairs of individual doctoral committees whose progress report or assessment report are missing or incomplete and asks them to submit it before 1 September. These files are handled at the following IB meeting.

Art. 27.

Based on the second section of the progress report (on the progress of the doctoral study programme), and a meeting if applicable, the doctoral study programme committee (DIEIS) assesses the PhD student's progress.

Art. 28.

By 1 June at the latest, the institute PhD coordinator (IPC) must provide the doctoral study programme committee (DIEIS) with a brief report including an assessment. The reports are discussed at the following meeting.

**Art. 29.
Negative
assessment**

If the individual doctoral committee (IDC) or the doctoral study programme committee (DIEIS) makes a negative assessment, the doctoral study programme committee (DIEIS) or the institute board (IB) respectively can advise the rector to refuse a subsequent enrolment (see Articles 22 and 23 of the UA PhD rules and regulations). The PhD student concerned must also be given the chance to be heard by the doctoral study programme committee (DIEIS) or the institute board (IB) respectively beforehand. The PhD student may receive assistance from the central ombudsman for PhD students.

Art. 30.

PhD students whose doctoral study programme file fulfils the conditions of the doctoral study programme will be invited by the institute PhD coordinator (IPC) to submit a complete file. This complete file must be accompanied by a minimum number of attachments supporting the accuracy of the activities mentioned. Suggestions regarding the nature and form of these attachments can be found on the Antwerp Doctoral School website (www.ua.ac.be/ADS). The (corrected) results of the doctoral study programme assessment are presented at the following doctoral study programme committee (DIEIS) meeting.

V. V PhD dissertation

Art. 31.
Layout

Articles published by the PhD student in question may form an integral part of the dissertation. The dissertation must have a homogeneous layout.

Art. 32.
Printing costs

In principle, the PhD student must bear the printing costs for the dissertation. The IEIS can make a financial contribution where necessary. The PhD student must contact the IEIS himself/ herself in order to arrange this.

Art. 33.
Pre-defence

A pre-defence is not part of the assessment of a dissertation at the IEIS.

Art. 34.
Negative assessment

In the event of a negative assessment of the (draft) dissertation by the doctoral committee or the PhD jury, the procedure for the public defence of the dissertation is suspended. The relevant committee contacts the candidate in writing to inform him/her of the necessary steps to be taken in order to restart the procedure. The committee also determines who will check that these steps are performed (chair or full committee).
