

Science

Guidelines and supplementary provisions

Evaluation of the doctoral programme

1. Introduction

The doctoral programmes of the PhD students were first evaluated according to the competence profile in spring 2012. This document provides refinement to the revised evaluation system.

The use of the competence profile allows you to report several activities that were previously not reported and that received little or no point. During their session for evaluating individual files, the Peer Review Committees of the various faculties/departments/institutes adopted standpoints with regard to these new activities.

The following sections provide clear guidelines for preparing your progress report, in addition to presenting a clear overview of the provisions approved by the doctoral programme committee as supplements to the competence profile and the scoring chart.

2. General rules:

A. GUIDELINE: COMPETENCE PROFILE & SCORING CHART

Your report should be based on the competence profile (see below). For this purpose, you should use the **progress report form**, which can be downloaded from the ADS website:

<https://www.uantwerpen.be/en/research-and-innovation/phd/antwerp-doctoral-school/doctoral-study-programme/administration/forms/progress-report/>.

The form is structured according to the categories of the competence profile.

How should you proceed? 3 steps

Keep the UAntwerp competence profile for PhD students (1) and the scoring chart for your faculty (2) on hand.

1. 1. **Group the activities** that you have undertaken for your doctoral programme **by competence category** (A to G).

In your report, you should therefore record each of your activities in a specific competence category:

	Competences	Examples of activities and courses
A. Research skills and techniques	You are able to think critically and contribute innovative ideas	ADS course on scientific reasoning; course on systematic reviewing.
	You are able to apply research methodologies and instruments (e.g. ICT, data collection and techniques of statistical analysis)	ADS courses on statistics; e-sources; Excel; Word; Matlab. Database infoession (e.g. Westlaw); course or seminar on methodology; Infoession at the library; general course on research methods; specialised summer schools; research residencies at other institutions; trainings on research skills.
	You are able to engage in the critical evaluation of your own research results and those of others	Review of manuscripts or of articles; book reviews; thesis evaluation; membership on a jury; doctoral seminar (with feedback from colleagues); general courses on scientific thought; systematic literature review; course on research rating; writing a review.
B. Adaptation to the research environment:	You adapt to the research and broader working environment through various activities (e.g. participating in structures and bodies within the research institution)	Membership on the Faculty Board or on other boards or committees; mentorship; specific course or infoession; course on business administration.
	You participate in systems for project financing or research evaluation.	Membership on the editorial board of an academic journal; infoession on project-financing channels.
	You apply deontological regulations and guidelines for research in a sustainable manner with regard to such aspects as authors' rights, privacy, professional confidentiality and proper research practices	Course on author's rights; interface infoession.
	You are able to valorise research findings academically or commercially	ADS course on business administration; course on authors' contracts; active participation in commercial exploitation; general course on basic economic principles and accounting.
C. Research management:	You use your time properly, set clear priorities and formulate transparent objectives in the organisation of activities or the realisation of research projects.	ADS courses: Time management; project management. Organisation of a conference or other scientific activity; thesis supervision; writing a project proposal.

	You are able to document research findings properly	Course on Endnote, course on Reference Manager, course on Word for long texts.
D. Personal efficiency:	You take initiatives, both independently and in a group, and you are able to complete them successfully	Winning prizes; writing articles.
	Your reactions are oriented towards results, even under pressure and in stressful situations	Course on stress management.
E. Communication skills	You are able to communicate your findings clearly to an audience of experts and colleagues within your field	ADS courses on scientific reasoning, academic writing, academic English, PowerPoint and general language courses. Presentation at doctoral seminar or scientific conference; poster presentation; reporting on a workshop; writing a doctoral thesis.
	You are able to communicate your findings clearly to a non-specialised audience	ADS course on applied communication; teaching in higher education; participation in the Children's University or Science Week; publication for a broad audience; opinion piece or interview in the media; webmaster (website for colleagues within your field or for a larger audience); ECHO programme.
F. Networking and teamwork	You are capable of working within and outside your own research unit and understanding the dynamics of groups	ADS course on leadership and teamwork. Spokesperson for Assistant Academic Personnel/Non-statutory Academic Personnel; member of the Faculty Board; member of VABAP. Course on negotiation; active participation in the organisation of conferences or symposiums.
	You demonstrate international mobility	Research residency abroad; international conferences.
	You succeed in building national and international networks	Board member for a scientific association; international residencies (e.g. conference, presentation, research).
G. Career management	You are able to identify your own training needs	Internship in a non-academic working environment.
	You are able to identify career objectives and develop your CV accordingly	Presentation at or co-organisation of 'job days'; interactive seminar with doctoral-level scholars from the working field.
	You are able to convert your research skills into skills that can be used in a non-academic working environment	Specific programmes or infosections.
	You have a proper CV or portfolio, and you have mastered job interview skills	ADS course on job interview techniques; ADS workshop 'Pimp your CV!'

2. Assign a **score** to the **activity**, according to the scoring chart for your faculty.

Rubrics	Points per activity*
I. Educational programmes	
1.1. Educational programmes	0.1 / hour
1.2. Lectures and similar activities (total: max 9)	0.1 / hour
1.3. Research residencies (total: max 5)	0.5 / 5 working day
1.4 Conferences	0.2/day
II. Teaching duties	
2.1. Thesis supervision	1 or 2
2.2. Teaching in higher education	0.2 / hour
2.3. Supervision of practical training and teaching	0.1 /hour
III. Publications	
3.1. With peer review	
3.1.1. First or second author (or equivalent)	3
3.1.2. Other authors	1
3.2. Without peer review or popular science	1
IV. Academic communication	
4.1. Speech at conference (or equivalent)	
4.1.1. International	3
4.1.2. National	2
4.2. Poster presentation at conference (or equivalent)	
4.2.1. International	2
4.2.2. National	1
4.3. Organisation of scientific activity	1 / day
4.4 Popular science presentation (incl. companies)	1
V. Boards, committees & juries	
5.1 Member of boards and committees	0.1/year
5.2 Chair of boards and committees	0.1/year
5.3 Jury member (e.g. theses, project proposals, prizes)	0.1/year

The faculty scoring chart is available in the supplementary faculty doctoral regulations or on the ADS website: <https://www.uantwerpen.be/en/research-and-innovation/phd/antwerp-doctoral-school/doctoral-study-programme/administration/rules-and-regulations/>. The scoring chart summarises the types of activities, and it is intended solely for determining the valuation of each activity (the points you will receive for each activity).

Review the scoring chart and determine the rubric to which the activity belongs: I. Educational programmes, II. Teaching duties, III. Publications, IV. Academic communication or V. Boards, committees and juries. In the left-hand column, enter the specific rubric number from the scoring chart (1.1 to 5.3), and in the right-hand column ('points'), enter the score (points per activity). In the middle, describe your activity in as much detail as possible.

3. If your activity is not listed in the scoring chart, consult the supplementary provisions below.

B. SUPPLEMENTS (GENERAL):

1. Information from the meeting of the Peer Review Committees indicates that there was some uncertainty regarding the interpretation of the general rule in Article 14 of the doctoral regulations: 'No more than half of the total number of points may be earned in a single competence category'. In other words: No more than half of all points earned (this can be more than 30) may be scored in a single category. PhD students will receive a notification if they score 15 points in a single category.
2. The faculty has decided to eliminate the maximums from the scoring chart for each rubric. (e.g.: maximum of 18 for educational programmes, maximum of 9 for teaching duties, maximum of 9 for publications, etc. no longer apply).
3. In which competence category do international conferences belong?
A. Research skills and techniques or F. Networking and teamwork?

Half of the points are to be assigned in both categories; this activity contributes to both competences. A PhD student can always add a clear justification for counting the activity in one of the two categories in their specific case.

C. SUPPLEMENTS TO THE SCORING CHART:

Section I Educational programmes and research residencies

I. Educational programmes	
1.1. Educational programmes	0.1 / hour
1.2. Lectures and similar activities (total: max 9)	0.1 / hour
1.3. Research residencies (total: max 5)	0.5 / 5 w.day
1.4 Conferences	0.2/day

- Online training: 0.1 per working hour (based on number of hours specified in training)
- Webinar: 0.1 point per hour
- Evacuation leader training: will not be counted

Section II Educational activities

II. Teaching duties	
2.1. Thesis supervision	1 or 2
2.2. Teaching in higher education	0.2 / hour
2.3. Supervision of practical training and teaching	0.1/hour

- Supervision of Erasmus mundus: evaluate in Peer Review based on details (e.g. time allocation)
- Supervision of project for general secondary education (ASO): evaluate in Peer Review based on details about the project (e.g. time allocation, nature)
- Examination jury/supervision: will not be counted
- Peer Review Committee: will not be counted
- Initiating an educational programme: will not be counted

Section III Publications

III. Publications	
3.1. With peer review	
3.1.1. First or second author (or equivalent)	3
3.1.2. Other authors	1
3.2. Without peer review or popular science	1

- Publication in a book: as for a paper with Peer Review: 3 points
- Publication on CD-ROM: according to the same criteria used for hard-copy or online publications (see scoring chart)
- Patent: 1 point
- Review of book/article; evaluation of a proposal, manuscript: in Peer Review; number to be determined according to details
- Thesis jury: 0.1 point
- Webmaster of a website: will not be counted
- Prize for article/publication: will not be counted

Can 'project proposals' be accepted as activities, and how many points are they worth?

Proposals will not be counted if they involve the student's own research; no IWT or FWO projects.

They will be counted if the project is accepted, if it falls outside of the student's own research and if proof (e.g. statement from the supervisor) is submitted that the PhD – and not the supervisor or research unit –

personally authored the proposal. In this case, scholarships awarded after a successful project proposal may not be submitted again separately.

Section IV Academic communication

IV. Academic communication	
4.1. Speech at conference (or equivalent)	
4.1.1. International	3
4.1.2. National	2
4.2. Poster presentation at conference (or equivalent)	
4.2.1. International	2
4.2.2. National	1
4.3. Organisation of scientific activity	1 / day
4.4 Popular science presentation (incl. companies)	1

- Teaching in company/wider audience: as national presentation: 2 points
- Panel discussion: number of points to be determined in Peer Review based on details (e.g. location, duration, organisation)
- Teleconference presentation: number determined as with other presentations
- Presentation for research unit: will be counted if it is a presentation and not a meeting
- Interviews for a wider audience: will not be counted
- Interview for national/Flemish/Walloon radio or national/Flemish/Walloon print media: will not be counted
- Supervision of interview for research project: will not be counted
- Press conference on research project: will not be counted

Section V: Boards, committees & juries

V. Boards, committees & juries	
5.1 Member of boards and committees	0.1/year
5.2 Chair of boards and committees	0.1/year
5.3 Jury member (e.g. theses, project proposals, prizes)	0.1/year

- Membership on boards/committees (e.g.: Membership on editorial board, Faculty Board, VABAP): 0.1 point per year
- Chair of boards and committees: 0.1 point per year
- Jury member (e.g. theses, project proposals, prizes): 0.1 point
- Stakeholders' meetings: will not be counted

3. Department-level Comments

Specific comments for Mathematics and Computer Science:

- Supervision of research internships corresponds to the supervision of a Bachelor dissertation: 1 point

Specific comments for Physics:

- Infoday: 0.5 point
- Ombudsperson: 1 point per year

Specific comments for Biology:

- Individual projects and laboratory internships correspond to the supervision of a Bachelor dissertation: 1 point

Specific comments for Bio-engineering Sciences:

- Thematic group meeting: will not be counted
- Member of Departmental Board: 0.1 point per year
- Single-author poster: will not be counted
- Presentation to the student's own research unit: will not be counted
- Sid-in: will not be counted

Specific comments for Chemistry:

There are no specific comments for this department.