

# GENERAL REGULATIONS ON OBTAINING THE ACADEMIC DEGREE OF DOCTOR AT THE UNIVERSITY OF ANTWERP and regulations specific to the Faculty of Arts

## 0. Definitions

- These regulations use the term '**faculty**' to refer to the University of Antwerp's faculties, the Institute of Development Policy (IOB), the Antwerp Research Institute for the Arts (ARIA) and the associated Faculty of Nautical Sciences. All faculties may also delegate authority to sub-entities such as departmental boards.
- **Qualification of a degree:** suffix that refers to a study area (Higher Education Codex, Art. I.3, sub 39). The qualification therefore indicates the specific title of the academic degree of doctor being conferred<sup>1</sup>.
- **AUHA:** Antwerp University Association (Dutch: *Associatie Universiteit & Hogescholen Antwerpen*)

## 1. General regulations and additional regulations for the Faculty of Arts

### ✓ General provisions

1. These regulations determine the requirements and procedures for obtaining the academic degree of doctor at the University of Antwerp (UAntwerp). The charter for PhD students included in this document as Appendix 1 applies to all PhD students and their supervisors.

Within the Faculty of Arts, the following boards and committees are authorised for the PhD programmes: the Faculty Board, the Departmental Boards, the Faculty PhD Commission and the individual PhD commissions.

The Faculty PhD Commission consists of the departmental doctoral coordinators, the faculty PhD coordinator, who serves as the chair of this commission, and two representatives of the non-statutory academic staff (Dutch: *bijzonder academisch personeel*, BAP).

Decisions concerning the appointment of the faculty doctoral coordinator and the departmental doctoral coordinators will be taken by the Faculty Board. The latter are appointed upon the binding recommendation of the Departmental Board.

Each representative of the non-statutory academic staff is appointed for a two-year term, which can be extended one time. These representatives are appointed by the Faculty Board and elected by and from amongst the relevant ranks.

In accordance with the general charter for PhD students (General PhD Regulations, Appendix 1), the duties expected of the faculty PhD coordinator include the following:

1. providing advice on the faculty and administrative regulations concerning PhDs;
2. initiating the organisation of discipline-related scientific activities in the faculty;

<sup>1</sup>In these regulations, the research discipline is equated to the diploma qualification.

3. acting as the contact person for the faculty's PhD initiatives;
4. gathering and providing information about the allocation of faculty funds for the doctoral study programme;
5. coordinating the annual progress reports of the doctoral study programme, in collaboration with the ADS;
6. serving as a point of contact in case there are problems between PhD students and their supervisor(s).

With regard to Point 6, in case of problems between PhD students and their supervisor(s), the faculty coordinator is to be approached only as a second option, after the chair of the individual PhD commission and/or the departmental doctoral coordinator.

Decisions about any changes to the additional regulations for the Faculty of Arts, after receiving advice from the Departmental Board and the Faculty PhD Commission, will be taken by the Faculty Board.

Decisions on any changes to the points systems for the doctoral programme will be taken by the Faculty Board, upon the binding recommendation of the Faculty PhD Commission. These points systems have been included in these regulations as Appendix 5.

2. The study areas and qualifications in which the degree of doctor can be obtained at UAntwerp are shown in Appendix 2. The qualification determines which faculty is responsible for overseeing and awarding the PhD.

Within the disciplines for which the faculty is authorised, the Faculty Board will determine the qualifications in which doctoral degrees can be earned.

3. The academic degree of "doctor" (doctor of philosophy, abbreviated to PhD or Dr) is obtained after the public defence of a doctoral thesis. This thesis serves to demonstrate the PhD student's ability to generate new scientific knowledge on the basis of independent, sound scientific research as described in the Higher Education Codex (Art. II.58, § 7).

4. Besides preparing a thesis, PhD students are also expected to meet the requirements of the doctoral study programme coordinated by the Antwerp Doctoral School. These requirements are described in the additional faculty PhD regulations, which may include the option of imposing a mandatory study programme on PhD students.

5. The additional faculty PhD regulations describe the modalities and procedures to be used for progress reports, as well as the form and assessment of the thesis and the doctoral study programme. These additional regulations are approved by the faculty upon the recommendation of the Bureau of the Antwerp Doctoral School, which checks them against the general PhD regulations.

## **2. Admission and enrolment**

6. PhD students wishing to obtain the academic degree of doctor must enrol every academic year during the enrolment period. For more information about the admission and enrolment procedures, please see Appendix 3 of these regulations.

7. Enrolment for the preparation of a doctoral thesis is open to holders of the degree of Master (or equivalent), provided Articles 9), 10) and 11) are taken into account.

8. In order to obtain permission to enrol for the preparation of a thesis, PhD candidates must send a written application to the faculty via the Registrar's Office (Dutch: *Centrale Onderwijsadministratie*) containing information about themselves and the PhD project. The faculty will decide on the suitability of the candidate and the research topic within a reasonable period of time following receipt of the application.

Decisions concerning admission to the doctoral programmes will be taken by the relevant Departmental Board, based on an assessment of the candidate's suitability. The assessment of a candidate's suitability will be based on a file, to be submitted to the chair of the department, consisting of the candidate's CV, supplemented by a proposal for a research domain and one or more supervisors. Written consent must be obtained from all proposed supervisors. The candidate must be notified of results of the suitability assessment within six weeks (or, in July and August, within eight weeks).

Decisions concerning the proposed research project will be taken by the Faculty Board, upon the binding recommendation of the Departmental Board.

9. The faculty may waive the admission requirements mentioned in Article 7 for candidates who are not in possession of a Master's degree or equivalent. This waiver depends on the results of an enquiry whose goal is to establish that the candidate has the research-related competences normally acquired during a Master's programme on the basis of the Master competences or the Dublin descriptors. The faculty informs both the candidate and the Registrar's Office of its decision. In the event of doubt, the application will be submitted to the Bureau of the Antwerp Doctoral School.

The Departmental Board can decide to admit candidates who do not possess a Master or equivalent degree to the preparation of the thesis based on an assessment demonstrating that the candidate possesses the research-related competences that are acquired in the Master programme.

10. For the categories of candidate PhD students listed below, it is possible for the faculty to grant admission conditional upon the successful finalisation of a preparatory programme:

- candidates wishing to obtain the degree of doctor in a different discipline from the one in which they obtained their Master's degree;
- candidates with a Master's degree from an institution outside of the Flemish Community;
- candidates who do not hold a Master's degree.

The departmental doctoral coordinator and any future supervisors will determine the content of any preparatory programme for candidates falling under Article 10, in addition to rendering a decision concerning whether these conditions have been met.

11. The faculty is responsible for the composition and follow-up of the preparatory programme. The candidate should enrol in the preparatory programme on the basis of a diploma contract. Before enrolling as a PhD student, the candidate must be able to demonstrate successful completion of all components of the preparatory programme. The faculty may allow candidates to complete their preparatory programmes during the first years of their PhDs. In that case, students must be able to demonstrate that they have passed the preparatory programme before being allowed to enrol in the second year. The preparatory programme is not eligible for recognition as part of the doctoral study programme.

12. UAntwerp PhD students are automatically enrolled in the doctoral study programme. The faculty may exempt PhD students from the doctoral study programme if it can be shown that they fulfil the

requirements of the doctoral study programme – as outlined in the faculty PhD regulations – before embarking on their PhDs.

Decisions concerning the granting of exemptions to candidates who have already met the conditions of the doctoral study programme prior to the start will be taken by the departmental doctoral coordinator.

### 3. Supervision – individual PhD commission (IPC) – faculty PhD commissions

13. The supervisor(s) is (are) responsible for the supervision of the doctoral work. The IPC is responsible for monitoring the progress of the PhD research and for mediation as necessary. The IPC may be convened at any time at the request of the PhD student or one of the IPC members.

14. Following approval of the candidate and the research topic, the faculty appoints the supervisor(s) and the chair and members of the IPC. The chair should be a member of the senior academic staff (Dutch: *zelfstandig academisch personeel*, ZAP) at UAntwerp or an emeritus with a structural 'assignment', but cannot be the PhD student's supervisor. The chair is not necessarily required to be a member of the IPC.

Decisions concerning the designation of thesis supervisors, the composition of the individual PhD commission and the designation of its chair will be taken by the Faculty Board, upon the binding recommendation of the Departmental Board. The individual PhD commission will be composed at the initiative of the supervisor(s). This will be done once the candidate has received permission to register as a PhD student.

In the Faculty of Arts, the chair is a member of the individual PhD commission. Every attempt will be made to ensure that no more than two thirds of the members of the commission are of the same gender.

15. The doctoral thesis is generally prepared under the guidance and supervision of one or two supervisors. If additional expertise is required to ensure the high-quality supervision of the PhD research, the faculty may appoint one or two additional supervisors – up to a maximum of four in total, at most three of whom may be affiliated with AUHA.

16.a. All supervisors should be in possession of the academic degree of doctor or '*geaggregeerde voor het hoger onderwijs*' also taking into account the provisions of Article 19.

16.b. At least one of the supervisors should be a member of the UAntwerp senior academic staff (ZAP) with an appointment of at least 10% or an emeritus 'with assignment' (BAP appointment in line with retirement regulations).

17.a. The IPC is composed of all of the supervisors and supplemented by two additional members who have sufficient expertise and affinity with the research field to be able to assess the progress of the doctoral work.

17.b. All IPC members should be in possession of the academic degree of doctor or '*geaggregeerde voor het hoger onderwijs*' also taking the provisions of Article 19 into account.

17.c. At least two members of the IPC should be members of the UAntwerp senior academic staff (ZAP) or emeriti 'with assignments'. If the PhD is being undertaken in the study area "Nautical Sciences", one of these two ZAP members may be replaced by a member of the teaching staff appointed in Group 3 (OP3) at an AUHA university college.

18.a. In order to guarantee the referee function of the IPC, at least one of the commission members must not be directly involved in the PhD project. The faculty assesses the IPC members' neutrality.

18.b. The following persons can never be appointed as members of the IPC: the PhD student's husband, wife or legally cohabiting partner, partner or blood or other relatives up to and including the fourth degree.

18.c. The chair of the IPC may invite additional experts to advise during IPC meetings if it is believed that this would benefit the supervision of the PhD.

19.a. For PhDs in the study areas "Architecture", "Movement and Rehabilitation Sciences", "Conservation and Restoration", "Applied Engineering and Technology", "Product Development", "Applied Linguistics" and "Nautical Sciences", a deviation from the PhD requirement mentioned in Articles 16a and 17b may be possible for teaching staff appointed in Group 3 (OP3).

19.b. For PhDs in the study areas "Audiovisual and Visual Arts" and "Music and Performing Arts", a deviation from the PhD requirement mentioned in Articles 16a and 17b may be possible for members of staff from the AUHA Schools of Arts provided that these members of staff are in possession of expertise that is essential to the supervision of the PhD research.

19.c. For PhDs that have been prepared in close cooperation with the professional field, deviation from the PhD requirement described in Articles 16a and 17b may be possible provided that the professional advisors concerned are in possession of expertise that is essential to the supervision of the PhD research.

20. On a regular basis – ideally every year and at least every two years – the IPC evaluates the progress of the PhD student's doctoral research on the basis of a report and, if necessary, a personal meeting. The IPC decides whether the progress is sufficient and provides a report of this decision to the faculty. If the PhD student fails to submit a report without a valid reason, this automatically leads to a negative evaluation ("insufficient progress"). Following a negative evaluation and recommendation from the faculty PhD commission or other body designated by the faculty, the IPC may refuse the PhD student permission to reenrol for the current PhD.

#### *Evaluation process for doctorates in the Faculty of Arts*

Each year, every PhD student must submit a progress report through SisA before 1 May. The evaluation of the doctoral study programme is coordinated by the Antwerp Doctoral School (ADS).

In their progress report (for research), PhD students demonstrate the research activities that they have performed within the framework of their doctoral programmes, in addition to reporting on the progress of the actual research project and providing a timeline for the near future. This report (for the doctoral study programme) also indicates the activities that are being pursued and that could be eligible for the doctoral study programme.

No later than 15 September, the chair of the individual PhD commission, on behalf of the entire commission, will submit an assessment of the progress of the research of the PhD student.

Based on a negative assessment and upon the recommendation of the Faculty Board, the individual PhD commission can bar a PhD student from further registration for the current doctoral study programme.

Based on the evaluation, the departmental coordinator and the chair of the individual PhD commission may request a conference with the PhD student. The PhD student may also request a personal conference.

21. Every year, the faculty PhD commission follows up on each PhD student's progress in the doctoral study programme on the basis of a report. The faculty PhD commission reports on this to the faculty and to the Antwerp Doctoral School (ADS).

#### 4. Public defence of the doctoral thesis

22. The thesis may take the form of a monograph, a collection of manuscripts, an artistic or design work or a combination of these forms. If the thesis consists of a collection of academic manuscripts, the faculty may impose the condition that at least one of these manuscripts has been published.

Articles published by the PhD student can be included in full as part of the thesis.

23. The thesis should be written and defended in Dutch or English. It may be written in another language provided that written permission has been obtained for this from the faculty. This permission is not necessary if the topic of the thesis is another language, culture or literature. Dutch and English abstracts must be included in all theses.

The Departmental Board will make all decisions concerning permission to prepare and defend the thesis in a foreign language other than English if the subject of the thesis isn't that foreign language, culture or literature.

24. The thesis must contain the identification details listed in Appendix 4 of these regulations.

PhD students should request advice from the faculty doctoral administration or the New Media Services (*Dutch: Nieuwe Media Dienst*) with regard to the layout of the thesis.

25. The faculty determines the composition of the doctoral jury after having verified that the PhD student is enrolled at the University of Antwerp and has fulfilled the requirements of the doctoral study programme. The composition of the jury does not imply that the thesis (or draft) has been approved.

Decisions concerning the composition of the doctoral jury and the designation of the chair will be taken by the Faculty Board, upon the binding recommendation of the Departmental Board. Both genders must be represented in every doctoral jury, with at least one third of the jury being of the opposite gender. If this is not possible, at least one person on the jury must be of the opposite gender.

26.a. The doctoral jury consists of a minimum of five and a maximum of eight members.

26.b. All supervisors are members of the doctoral jury.

26.c. No more than half of the doctoral jury may be made up of the PhD student's supervisors.

- 26.d. Ideally, the members of the IPC should be members of the doctoral jury.
- 26.e. At least three members of the doctoral jury must be UAntwerp senior academic staff (ZAP) or emeriti with structural 'assignments' (BAP), also taking into account sub i and Article 45.
- 26.f. At least two members of the doctoral jury should be external to AUHA.
- 26.g. In order to guarantee the referee function of the doctoral jury, at least two members of the jury must not be directly involved in the PhD project. The faculty assesses the doctoral jury members' neutrality.
- 26.h. The following persons can never be appointed as members of the doctoral jury: the PhD student's husband, wife or legally cohabiting partner, partner or blood or other relatives up to and including the fourth degree.
- 26.i. In the case of a PhD in the study areas "Audiovisual and Visual Arts", "Music and Performing Arts" and "Nautical Sciences", at least one member of the doctoral jury must have a statutory appointment as a member of teaching staff at one of AUHA's university colleges. In the event of deviation from sub e, at least two other members must belong to the UAntwerp senior academic staff (ZAP).
- 27.a. The members of the doctoral jury must hold PhD degrees or a degree of *'geaggregeerde voor het hoger onderwijs'*, also taking into account the stipulations of sub b, c and d.
- 27.b. Supervisors and other members of the IPC who do not hold PhDs but have been appointed according to Article 19 can also be designated as members of the doctoral jury.
- 27.c. For PhDs in the study areas "Architecture", "Movement and Rehabilitation Sciences", "Conservation and Restoration", "Applied Engineering and Technology", "Product Development", "Applied Linguistics", "Audiovisual and Visual Arts", "Music and Performing Arts" and "Nautical Sciences", a deviation from the PhD requirement mentioned in sub a may be possible for persons external to the University of Antwerp if this is important for the evaluation of the PhD.
- 27.d. The deviation from the PhD requirement as described in sub b and c can be granted to a maximum of three members of the doctoral jury, but never to more than half of the jury members.
28. The faculty appoints a chair from amongst the members of the doctoral jury. The chair of the doctoral jury should be a member of the senior academic staff (ZAP) at UAntwerp, but not one of the PhD student's supervisors.
29. With regard to study areas or parts of study areas in which UAntwerp provides only Bachelor-level courses, the doctoral jury must include at least one member from a university that is able to offer Master's degrees within the study area concerned (Higher Education Codex, Art. II.73 §3).
30. The procedure for the public defence of the thesis begins when the PhD student sends the appropriate number of copies of the draft thesis to the chair of the IPC. The chair is responsible for distributing the draft thesis among the other members of the IPC. Article 6 applies if the procedure for the defence of the thesis extends into the next academic year.

The draft of the thesis, that is submitted to the individual PhD commission (Art. 30), doesn't have to conform to the formal stylistic requirements (e.g. acknowledgements, cover page) and can be submitted electronically.

The draft thesis that is delivered to the chair of the doctoral jury (Art. 31-33) is the definitive hard-copy version, which must conform to all of the formal stylistic requirements.

31. The IPC has a maximum of four weeks to issue a written recommendation to the PhD student with respect to the draft thesis. If the individual PhD commission's response is negative, it will inform the PhD student of its objections and remarks. If their recommendation is positive, the IPC may also formulate a limited number of suggestions for improving the draft thesis. When the IPC consents to the submission of



the thesis, the PhD student sends sufficient copies of the draft, along with a written application to defend the thesis publicly, to the chair of the doctoral jury. The chair is responsible for distributing the draft thesis among the other members of the doctoral jury.

32. The doctoral jury evaluates the draft thesis. This evaluation may include a pre-defence, depending on the additional faculty PhD regulations. If no pre-defence is to be held and a member of the doctoral jury has objections to the public defence of the thesis, the jury must convene for a meeting on this matter. In this case, the member(s) concerned has/have to formulate their criticism in writing prior to the meeting.

No pre-defence is included in the evaluation of a thesis within the Faculty of Arts.

33. The doctoral jury has a maximum of six weeks to communicate in writing its decision and justification to the PhD student and the faculty. If the jury agrees to the public defence of the thesis, the PhD student informs the faculty and the Registrar's Office of this in writing. The PhD student can then be registered for the public defence.

34. The public defence can take place no earlier than three weeks after the doctoral jury's decision has been communicated to the Registrar's Office by the PhD student. A date must be selected for the defence within six weeks of the communication of the jury's decision. The public defence should take place within a reasonable time period. This period excludes the UAntwerp holiday periods listed in the academic calendar and any maternity or parental leave taken by the PhD student. No public defences can take place between 20 July and 20 August.

35. The doctoral jury may decide to accept the public defence of the thesis on the condition that a number of changes are made to the content; these changes must be communicated to the PhD student in writing. For the exact procedure to be followed in this situation, please refer to the additional faculty PhD regulations. In this case, the time period described in Article 34 begins when the doctoral jury approves the corrected version of the thesis.

If the members of the doctoral jury are of the opinion that the thesis can be admitted to the public defence, they (with the exception of the supervisors) will prepare a report, to be edited by the chair of the jury, that will be submitted to the dean within two months. No new version of the thesis will be printed.

36. The defence of the thesis is public.

The details of the public defence of the thesis will be determined by the Departmental Board.

The faculty will provide an allowance for the doctoral defence. This budget is to be spent under the auspices of and subject to approval by the faculty doctoral administration.

37. The public defence of the thesis must not take longer than two hours, including examination by the doctoral jury. The defence cannot take place if fewer than two thirds of the doctoral jury members are in attendance, if necessary via teleconferencing; at least two of those in attendance must not be involved in the doctoral thesis. If the chair is unable to attend the defence, the faculty appoints a replacement chair from the UAntwerp senior academic staff (ZAP) who is not one of the PhD student's supervisors.

38. The doctoral jury meets immediately after the defence and decides whether the PhD student has been successful or not before officially announcing the results. Grades are not awarded.



39. The decisions of the IPC and doctoral jury should ideally be made by consensus. If no consensus can be reached, a positive decision can only be issued as a result of a simple majority vote in which the supervisors together have one vote. If the supervisors cannot reach a consensus, they too must reach a decision by a simple majority vote.

40. The successfully defended thesis should be submitted to the UAntwerp Central Library for safekeeping according to [the procedure set out for that purpose](#). As part of this procedure, the PhD student should submit at least a digital version of the thesis prior to the defence.

## **5. Joint and double PhDs**

41. UAntwerp can award a joint or double PhD with another Belgian or international university provided that the PhD student has done at least six months of research (not necessarily consecutively) at the partner university as part of his/her thesis. Unless otherwise stipulated in the articles below or in the partnership agreement (Art. 43), these general PhD regulations also apply to all joint and double PhDs.

42. PhD students wishing to obtain a joint or double PhD degree must submit applications to both of the universities in question at least one year before the submission of the draft thesis. At UAntwerp, a procedure for this has been established by the Antwerp Doctoral School. If the application is approved by the faculty, the PhD student has to comply with the administration requirements of both universities regarding enrolment.

43. For every joint or double PhD, a partnership agreement is drawn up between the PhD student and the two universities involved, in which exceptions to the standard procedures or additional rules can be established. The regulations of the main institution (see Article 44) take priority, unless otherwise stipulated in the partnership agreement. The defence can take place no earlier than six weeks after the signing of the agreement by all relevant legal entities. In this context, the faculty can exempt PhD students whose home institution is not UAntwerp from the UAntwerp doctoral study programme.

44. The designation of the main institution can be determined based on one or more of the following elements: a) Funding: the institution that funds (most of) the doctoral research or the institution to which the supervisor belongs under whose authority the application of the external funding occurred; b) Presence: the institution where most of the doctoral research takes place, where the PhD student will spend most of his/her working hours; c) Start: the institution where the doctoral research was initiated, where the PhD student first registered. If these criteria are not sufficient to distinguish between the two institutions, the main institution will be designated by mutual agreement.

45. The thesis has to be defended publicly before a doctoral jury containing at least one member of the senior academic staff (ZAP, or corresponding category in the partner institution) from each institution involved.

46. Only one public defence can take place, the date of which is to be included on the diploma or diploma supplement or – if applicable – on both diplomas or diploma supplements.

47. The diploma supplement(s) for the double or joint PhD must clearly indicate that the research was carried out at both universities.

## **6. Mediation and appeal procedure**

48. PhD students who do not comply with these regulations may find that the deadlines which the faculty must otherwise comply with may be extended.

49. PhD students who believe there to be negligence in the application of these regulations are requested to notify the dean of their faculty. The dean will decide on the consequences of the complaint.

50. If the relationship between the PhD student and the supervisor(s) breaks down, either party may notify the chair of the IPC and ask that the IPC be convened. The IPC will assist in rectifying any misunderstandings, mediate between the parties involved and help establish a solution that is acceptable to all parties.

51. PhD students may request additional mediation from the central ombudsperson in the event of further problems. If the central ombudsperson is directly involved as a supervisor or member of the IPC, the dean appoints a neutral member of the senior academic staff (ZAP) as a mediator.

In case of problems, the Faculty of Arts will adhere to the provisions of the general PhD regulations.

52. If the mediation measures described in Article 50 are insufficient to solve a conflict, the central ombudsperson shall prepare a report which is then submitted to a mediation committee composed of the relevant dean (chair), the faculty or departmental doctoral coordinator, the Antwerp Doctoral School ZAP coordinator for the relevant scientific field and the chair of the IPC, who will hear the testimony of the parties involved and then make a binding decision. No further internal appeals can be lodged against this decision.

53. Any PhD student who believes that a decision made by the IPC or doctoral jury represents a violation of his/her rights should – with the assistance of the central ombudsperson if required – submit an appeal following the procedure described in Articles 54 to 57.

54. The PhD student submits an appeal addressed to the dean in the form of a written request for reconsideration of the original decision. The request must be submitted within a period of seven calendar days following the communication of the original decision to the PhD student. The request shall contain a factual description of and justification for the objections raised.

55. The dean decides whether the appeal is admissible. Appeals which are declared admissible are then addressed by the body which made the original decision. This body offers the PhD student an oral explanation of their decision if this was requested in the written appeal.

56. All admissible appeals give rise either to a confirmation of the original decision or to a revision of that decision, accompanied by a justification.

57. The decision described in Article 56 is to be communicated to the PhD student within a period of twenty calendar days, which begins the day after the submission of the appeal. The PhD student will also be informed about who can be contacted for more information about the decision.

After the internal appeal, the PhD student can lodge an appeal against a study progress decision with the Council for Disputes about Decisions on Study Progress (<https://onderwijs.vlaanderen.be/nl/raad>). The PhD student must submit the appeal within a period of seven calendar days, starting on the day after the decision of the internal appeal procedure was communicated. The PhD student will at the same time send a copy of the appeal petition to the Rector by registered letter (postal address: Rector of the University of Antwerp, Middelheimlaan 1, 2020 Antwerp). In case the Council for Disputes about Decisions on Study Progress nullifies an unlawfully taken decision, and if the PhD student decides to challenge a new unfavourable decision that was taken following the verdict of the Council, the obligation to use the internal appeal procedure before lodging an appeal with the Council no longer applies.

## 7. Final provisions

58. The PhD student strives to comply with the stipulations of the Code of Ethics for scientific research in Belgium, as endorsed by UAntwerp. The Code of Ethics for scientific research in Belgium aims to ensure that high-quality research is carried out and that publications are truthful. Researchers are required to describe their research methods and results in such a way that the research can be replicated by other researchers. The information included in publications must be verifiable. This means that, at a minimum, the results of the literature review, the hypotheses, experimental set-up, research and analysis methods and sources must be correctly reported in a field log, lab notebook or progress report. If the object of the observations is destroyed (e.g. in the case of excavations), the observations must be registered as accurately as possible. All decisions, arrangements and agreements must be recorded and saved. The primary data and the protocols of the study should be retained and remain accessible for at least five years. If publications – especially reviews and syntheses – do not include all of the details necessary for verification, these must nevertheless remain available.

59. In all phases of the research, the PhD student demonstrates compliance with ethical recommendations such as those published by or available from the Committee for Medical Ethics UZA-UAntwerp, the Ethics Committee for Animal Testing, the Ethics Committee for the Social Sciences and Humanities and/or the Ethics Committee for Science and Technology (Dual Use), where applicable and according to the relevant laws and regulations.

60. Any publication which proceeds from research conducted by a PhD student as part of a PhD being undertaken at UAntwerp must include an explicit reference to the University of Antwerp and, under the author's contact details, an official University of Antwerp address formatted according to the journal's guidelines. All relevant publications are to be reported at the time of their first publication (whether online or on paper) in order to ensure their inclusion in the Academic Bibliography, in accordance with the guidelines included in the Open Access procedure.

61.a. With regard to scholarship holders and PhD students paid by the university, Article IV.48 of the Higher Education Codex states that all rights to potentially valorisable research results are legally transferred to the university.

61.b. Upon enrolment at UAntwerp, and unless otherwise agreed in a joint or double PhD agreement with another university, PhD students who are not covered by Article 61.a. relinquish any rights to potentially valorisable research results to the University of Antwerp, namely research results that appear to be suitable for societal implementation and/or commercialisation and which came into being through the PhD student's participation in a research project in which use was made of knowledge, resources and/or equipment belonging to the University of Antwerp. If the PhD students referred to in this article have made no use of University of Antwerp knowledge, resources and/or equipment, the results will accrue to these students. If necessary, the rights can then still be transferred by means of a written agreement.

61.c. It is the responsibility of supervisors to make their PhD students aware of the provisions of Articles 61.a. and 61.b. at the beginning of each PhD research project and to report any findings to the Valorisation Office immediately, including reference to the potential involvement of the PhD student.

62. In the event that a PhD is terminated ahead of time, the PhD student must cancel his/her enrolment in line with the enrolment procedure. The PhD student should inform the supervisor(s), faculty administration and Antwerp Doctoral School of the termination as soon as possible.

The faculty PhD regulations will take effect as of 1 September 2019.

## Appendix 1: Charter for PhD students

### Introduction

The charter for PhD students prescribes common practice for all parties involved in the PhD process. This document complements the university's PhD regulations, the faculty PhD regulations, as well as the various staff regulations that may apply to PhD students. The charter is intended for and is endorsed by all key players in the PhD process at the University of Antwerp: the PhD student, his/her supervisor(s) and the representative of the research group. The commitments expressed in the charter are not legally binding, however.

### PhD student

The PhD student is expected to:

1. take the necessary administrative steps to start the PhD process, including registration as a PhD student, and renewing this registration each year;
2. draw up a research plan with the supervisor(s) as soon as possible, and carry out research efficiently and to the appropriate standard, within the proposed time frame;
3. conduct research according to the principles of scientific integrity, as endorsed by the University of Antwerp. Violations of scientific integrity include plagiarism, fabrication and falsification of data, and conflicts of interest;
4. be committed to participating in the mandatory doctoral study programme organised by the Antwerp Doctoral School;

5. submit his/her work on a regular basis to the supervisor(s), ensuring a reasonable time frame to review the texts;
6. submit a progress report on the PhD research according to the agreed deadlines;
7. submit an annual progress report on the doctoral study programme;
8. submit the written report of his/her research within the agreed deadlines to allow sufficient time for comments and discussion;
9. decide when he/she will submit the thesis, taking into account the opinion of the supervisor(s);
10. inform the department/faculty administration office and Registrar's Office, as well as his/her supervisor(s), if he/she decides to discontinue the PhD studies;
11. bring any problems, including those of a social or medical nature, to the attention of his/her supervisor(s), highlighting any issues that could affect his/her PhD work;
12. act in accordance with the core values of the University of Antwerp;
13. make arrangements with the supervisor(s) about working hours and leave within the prescribed regulations of the University of Antwerp and of the research group;
14. be aware of the social provisions available for illness, pregnancy, etc. according to the applicable staff regulations.

## **Supervisor**

The supervisor(s) is (are) closely involved with the doctoral study programme of the PhD student. The supervisor(s) is (are) expected to:

1. arrange the initial reception of the PhD student within the research group, the department and/or faculty. He/she explains the daily operation of the research group, introduces the PhD student to colleagues and makes the PhD student aware of concrete agreements within the research group;
2. facilitate contact between the PhD student and members of the individual PhD commission (IPC);
3. inform the PhD student about the principles of scientific integrity, as endorsed by the University of Antwerp. He/she should set an example in the realisation of these principles;
4. make the PhD student aware of the core values of the University of Antwerp;
5. guide the PhD student in developing a research plan, and discuss with him/her a realistic timetable and associated research methods;
6. notify the PhD student when specific steps need to be taken in the context of intellectual property rights (IPR), in collaboration with the interface service of the University's Department of Research Affairs and Innovation;
7. provide information to the PhD student, where necessary, on sourcing funding for additional research activities in the framework of the PhD, as well as for the equipment necessary for the PhD research;
8. be available to discuss all aspects of the research at least twice per semester;
9. encourage the PhD student to present his/her scientific work at various forums; keep him/her informed of relevant conferences, seminars, summer schools, workshops and similar opportunities; and explain how the PhD student can keep up to date with such opportunities;
10. encourage the PhD student to publish his/her scientific work and help him/her find the appropriate channels for this purpose;
11. discuss the division of time between research and education and ensure that the teaching assignments and other tasks of the PhD student are carefully planned, so that the completion of the PhD within the prescribed period is not compromised;
12. discuss the PhD student's training needs with him/her, based on the competence profile of the ADS, and provide advice on how these needs can be met within the framework of the doctoral study programme;
13. determine a realistic and detailed timetable with the PhD student for the completion of his/her research and for the writing of his/her thesis;
14. regularly review draft versions of the thesis and give constructive feedback to the PhD student;
15. review incremental progress made and, in consultation with the PhD student, adjust the objectives of the PhD research in light of this progress and any external factors (for example newly published findings);
16. support the PhD student as far as possible in valorising his/her research work through publications, and in the case of co-authorship, by acknowledging the actual share of work performed by the PhD student;
17. inform the PhD student about the faculty/department regulations and administration relevant to the PhD studies;
18. make the PhD student aware of various career options, even in the non-academic sector;
19. make arrangements with the PhD student about working hours and leave within the prescribed regulations of the University of Antwerp and the research group.

## **The representative of the hosting research group**

The representative of the hosting research group is expected to:

1. facilitate the involvement of the PhD student in the activities of the research group, for example by inviting him/her to internal research meetings and social activities;

2. encourage the PhD student to share or present his/her work during internal research meetings of the research group;
3. facilitate access to the research group's infrastructure;
4. in case of problems, mediate within the research group, for example between PhD students;
5. call the supervisor and/or the PhD student to order if either of them expresses unrealistic expectations.

### **Individual PhD commission (IPC)**

Each PhD student is assigned an individual PhD commission (IPC) at the start of his/her PhD studies. This commission includes the supervisor(s) and a chairperson who is not the supervisor. The commission is responsible for monitoring the progress of the PhD research. The following expectations apply to the individual PhD commission:

1. the IPC meets according to the deadlines specified in the faculty's PhD regulations for evaluating the PhD thesis progress report;
2. the IPC can ask the PhD student for additional clarifications if needed;
3. the IPC's recommendation may be positive, positive with some conditions or negative, and the PhD student receives feedback on this recommendation;
4. the IPC (impartially) mediates in case problems arise between the PhD student and the supervisor(s);
5. the IPC evaluates the draft thesis, and decides whether the thesis can be submitted to the full doctoral jury.

### **Faculty/department**

The faculty/department has the following responsibilities in the PhD process:

1. inform the PhD student about the administrative procedures involved in doing a PhD;
2. make efforts to organise an adequate range of scientific activities for its PhD students;
3. provide the PhD student the opportunity to be heard in the event that the IPC returns a negative assessment of the progress reports;

### **Faculty PhD coordinator**

Each faculty has an academic PhD coordinator. An overview of all faculty coordinators can be found on the ADS website. The faculty PhD coordinator is expected to:

1. provide advice on the faculty and administrative regulations concerning PhDs;
2. initiate the organisation of discipline-related scientific activities in the faculty;
3. act as the contact person for the faculty's PhD initiatives;
4. gather and provide information about the allocation of faculty funds for the doctoral study programme;
5. coordinate the annual progress reports of the doctoral study programme, in collaboration with the ADS;
6. be a point of contact in case there are problems between the PhD student and supervisor(s).

### **PhD student representatives in the policy and administrative bodies of UAntwerp**

An overview of all PhD student representatives in the various policy and administrative bodies of the university can be found on the ADS website.

Each PhD student representative is expected to:

1. act as the faculty contact for all PhD students who have suggestions, comments and questions about the policy and management of the university with regard to PhD studies;
2. represent the interests of PhD students in the policy and administrative bodies;
3. provide feedback to PhD students.

### **Central contact persons at the Antwerp Doctoral School**

The Antwerp Doctoral School (ADS) has a central coordinator and various administrative staff. Their contact details and specific responsibilities are available on the ADS website.

The central contact persons:

1. are familiar with the central and faculty/department regulations and procedures governing the PhD studies. They can be contacted for administrative problems regarding the PhD studies and can refer the PhD student to the appropriate persons and agencies;
2. keep the PhD student informed of the training opportunities offered by the Antwerp Doctoral School (via a newsletter and the website) as well as the status of the doctoral study programme (progress reports). They draft the supplement to the PhD diploma and the doctoral study programme, with input from the PhD student;
3. coordinate the annual progress reports in collaboration with the faculty coordinators.

## **Central ombudsperson**

The university has a central ombudsperson. His/her contact details are available on the ADS website.

The central ombudsperson:

1. provides assistance to the PhD student (at his/her request) in the case of a hearing before the faculty or department board in the event that an individual PhD commission issues a negative evaluation of a progress report;
2. mediates in conflicts at the request of the PhD student;
3. intervenes during the procedure leading to the public defence of the thesis in the event of disputes;
4. handles inquiries and complaints discreetly and confidentially;
5. responds and acts within a reasonable timeframe.

## **Additional information**

Up-to-date information about doing a PhD, the doctoral study programme, the PhD regulations and procedures, are available on the website of the Antwerp Doctoral School (ADS): <http://www.uantwerpen.be/adse>.

Information about the social rights associated with the statute of the PhD student can be found on the Human Resources Department's subsite on Pintra.

## **Appendix to the Charter for PhD Students: Integrity charter for PhD students and supervisors affiliated with the University of Antwerp**

Given the economic and societal importance of conducting and supporting thorough research, the University of Antwerp expects its researchers to adhere to the current standards of scientific integrity. The university subscribes to the Code of Ethics for Scientific Research in Belgium and The European Code of Conduct for Research Integrity. Some of the basic principles in these codes are briefly described below.

Each PhD student and supervisor is expected to be aware of these values and to take them into account in the implementation and supervision of PhD research.

### Basic principles of scientific integrity and ethical research

#### **1. Diligence**

A researcher should conduct his/her research in an accurate, nuanced and truthful manner, while always observing the applicable protocols. He/she should develop sufficient knowledge of the status quo and should be sufficiently qualified to conduct research. A research leader always exercises adequate supervision over the research of his/her colleagues.

#### **2. Caution**

While the concern of the researcher focuses primarily on gaining and expanding his/her knowledge, it is important to avoid unnecessary or excessive risk. The researcher should always show respect for people, animals and objects that are part of the research. If mistakes are made, he/she should assume responsibility and try to repair the damage to the best of his/her ability.

#### **3. Reliability**

Research results should always be presented in an accurate and precise manner, and all unauthorised additions, deletions or manipulations are to be avoided. The applicable principles regarding intellectual property are always respected in this regard.

#### **4. Verifiability**

The results of all phases of the research and the resources used should be described correctly so that research accuracy can be tested through replication. The primary data and the protocols of the study should be retained and remain accessible for a sufficiently long time.

#### **5. Independence**

Research commissioned by external parties should be conducted without any involvement from these parties. The client and external financiers, as well as their relationship to the researcher should be made public with the publication of the research results. Clients and researchers/research institutions should always make clear contractual agreements.

#### **6. Impartiality**

Researchers are entitled to their own opinions and preferences but these should not interfere with their academic work or when performing a peer review. In such cases, the distinction between scientific assessment and personal preference should be clearly indicated.



## Appendix 2: University of Antwerp PhD degree titles

(Approved by the Board of Governors on 27/05/2008, 31/01/2012, 23/04/2013, 24/06/2014, 15/12/2015 & 30/01/2018)

Study areas and qualifications	Faculties responsible
Study area: Architecture Doctor of Architecture Doctor of Interior Architecture Doctor of Urbanism and Spatial Planning Doctor of Monument and Landscape Conservation	Faculty of Design Sciences
Study area: Audiovisual and Visual Arts* <i>see combined study areas</i>	ARIA
Study area: Biomedical Sciences Doctor of Biomedical Sciences	Faculty of Pharmaceutical, Biomedical and Veterinary Sciences
Study area: Conservation and Restoration Doctor of Conservation-Restoration	Faculty of Design Sciences
Study area: Veterinary Medicine Doctor of Veterinary Sciences	Faculty of Pharmaceutical, Biomedical and Veterinary Sciences
Study area: Pharmaceutical Sciences Doctor of Pharmaceutical Sciences	Faculty of Pharmaceutical, Biomedical and Veterinary Sciences
Study area: History Doctor of History Doctor of Digital Humanities	Faculty of Arts
Study area: Industrial Sciences and Technology Doctor of Applied Engineering	Faculty of Applied Engineering
Study area: Medical Sciences Doctor of Medical Sciences	Faculty of Medicine and Health Sciences
Study area: Music and Performing Arts* <i>see combined study areas</i>	ARIA
Study area: Nautical Sciences* Doctor of Nautical Sciences	Associated Faculty of Nautical Sciences
Study area: Education Sciences Doctor of Education Sciences	Faculty of Social Sciences
Study area: Product Development Doctor of Product Development	Faculty of Design Sciences
Study area: Political and Social Sciences Doctor of Social Sciences Doctor of Social Sciences: Sociology Doctor of Social Sciences: Communication Studies Doctor of Social Sciences: Political Science Doctor of Social Sciences: Political Communication Doctor of Social Sciences: Social Work Doctor of Information and Library Science Doctor of Film Studies and Visual Culture	Faculty of Social Sciences  Dr of Information and Library Science: Faculties of Social Sciences & Arts
Study area: Law, Notarial Law and Criminology Doctor of Law	Faculty of Law
Study area: Linguistics and Literary Studies Doctor of Linguistics and Literature Doctor of Literature	Faculty of Arts

Doctor of Linguistics Doctor of Theatre Science and Intermediality Doctor of Digital Humanities	
Study area: Biological Sciences Doctor of Bioscience Engineering	Faculty of Science
Study area: Applied Linguistics Doctor of Translation Studies Doctor of Digital Humanities	
Study area: Economics and Business Economics Doctor of Applied Economics Doctor of Transport and Maritime Economics Doctor of Management	Faculty of Business and Economics
Study area: Science Doctor of Science Doctor of Science: Biochemistry and Biotechnology Doctor of Science: Biology Doctor of Science: Chemistry Doctor of Science: Physics Doctor of Science: Computer Science Doctor of Science: Mathematics	Faculty of Science Faculty of Pharmaceutical, Biomedical and Veterinary Sciences (Biochemistry)
Study area: Philosophy Doctor of Philosophy Doctor of Digital Humanities	Faculty of Arts
<b>Combined study areas</b>	
Study area: Economics and Business Economics Study area: Political and Social Sciences Study area: Law, Notarial Law and Criminal Sciences Doctor of Development Studies	Institute of Development Policy
Study area: Audiovisual and Visual Arts Study area: Music and Performing Arts Doctor of Arts*	ARIA
Study area: Political and Social Sciences Study area: Sciences Doctor of Environmental Science	Faculty of Social Sciences Faculty of Science
Study area: Economics and Business Economics Study area: Political and Social Sciences Doctor of Social and Economic Sciences	Faculty of Business and Economics Faculty of Social Sciences
Study area: Economics and Business Economics Study area: Law, Notarial Law and Criminal Sciences Doctor of Safety Sciences	Faculty of Business and Economics Faculty of Law

\*: Codification (11 October 2013) of the decree provisions governing higher education, Art. II.74: "A university can confer the degree of doctor in the fields of Audiovisual and Visual Arts, Music and Performing Arts, and Nautical Sciences, or in specific disciplines within these fields, provided the PhD project is embedded in a joint research environment consisting of the university and one or more university colleges. According to Articles II.83 to II.101, such university colleges should be authorised to offer Master-level courses in the field of study concerned."

## Appendix 3: Procedure for enrolling as a PhD student at UAntwerp

- In order to obtain permission to enrol, the candidate PhD student should send a written application for admission to start a PhD to the Registrar's Office (Dutch: *Centrale Onderwijsadministratie*). Students who hold a Master's degree conferred in the Flemish Community or in the Netherlands may use the Dutch application form "Toelating voor doctorandi (op basis van een Vlaams of Nederlands masterdiploma)". Students who hold a Master's degree conferred outside of the Flemish Community or the Netherlands should use the application form "Admission for PhD students with a foreign diploma". The application forms include detailed instructions. They are available at <https://www.uantwerpen.be/en/research-and-innovation/phd/getting-started/registrars-office/>
- The Registrar's Office transfers the application and a recommendation form to the faculty. The faculty aims to decide within a reasonable time frame (i.e. within six to eight weeks) whether the candidate PhD student can be granted permission to enrol in the desired study area and qualification. This time frame cannot be guaranteed between 20 July and 31 August. If the faculty accepts the candidate and the subject, it will immediately establish the individual PhD commission and appoint the supervisors, taking into account Articles 14-19.
- The faculty informs the Registrar's Office of its decision regarding the application using the recommendation form. The Registrar's Office then informs the candidate PhD student and, in the event of a positive decision, provides further information about the next steps in the enrolment procedure.
- These application forms must also be used if, during the course of the PhD, the PhD student decides to change study area or qualification. The application must be submitted before reenrolment and at least one year before the defence of the doctoral thesis. The change is then recorded at the start of the academic year following the application.
- An application for enrolment as a new PhD student can be made until 31 May of the academic year in question.
- The PhD student must reenrol every academic year using the SisA self-service. Reenrolment must be completed before 15 October during the academic year in question. Reenrolment between 15 October and 31 May during the academic year in question is only possible if the faculty has granted permission for this in SisA. The provisions of the enrolment procedure apply. If the PhD student has any questions about the administrative procedure, he or she should contact the Registrar's Office through the helpdesk [http://uahost.uantwerpen.be/helpdesk/ro\\_helpdesk/](http://uahost.uantwerpen.be/helpdesk/ro_helpdesk/).
- Tuition fees are payable for PhD programmes, including joint or double PhDs, in accordance with the enrolment procedure. Tuition fees must be paid for the first enrolment as a PhD student and for the defence of the PhD. If both of these events occur in the same academic year, both tuition fees must be paid.  
The tuition fees payable for the defence may be waived for incoming joint or double PhD students if the defence will take place abroad (i.e. not at UAntwerp) *and* if the foreign institution provides the degree certificate (alone). With regard to joint or double PhDs undertaken in cooperation with another Flemish university, no tuition fees are payable to UAntwerp for these incoming joint or double PhD students.

## **Appendix 4: Required identification details for the doctoral thesis**

The thesis should include the following details *on the cover* of the thesis as a minimum:

<b>UANTWERP LOGO</b>	
<b>(faculty)</b> <b>(department, if applicable)</b>	
<b>Title of the thesis</b> <b>in the language in which the thesis is written<sup>2</sup></b>	
<b>Thesis submitted for the degree of doctor in (qualification of the degree)<sup>3</sup> at the University of Antwerp to be defended by</b> <b>First Name<sup>4</sup> SURNAME</b>	
<b>Name of supervisor(s)<sup>3</sup></b>	<b>Antwerp, year</b>

Please contact the New Media Service (Dutch: *Nieuwe Media Dienst*) for advice on layout.

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<sup>2</sup> The Dutch translation of the title should be included inside the thesis if the thesis is written in another language.

<sup>3</sup> See Appendix 2.

<sup>4</sup> First name according to the preferences of the author or supervisor(s), written in full.

## 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
<b>COMPETENCE CATEGORY A. Research skills and techniques</b>			
1. Courses and career development	Course <sup>5</sup>	0.1 point/hour	
1. Courses and career development	Attendance at a lecture <sup>6</sup>	0.1 point/hour	
1. Courses and career development	Research residency <sup>7</sup>	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 <sup>8</sup>	
2. Education and academic (or other) service	Serving on an examination jury <sup>9</sup>	0.1 point/hour	See the general footnote for Comp. Cat. C
<b>COMPETENCE CATEGORY B. Adaptation to research environment<sup>10</sup></b>			
1. Courses and career development	Course <sup>11</sup>	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	

<sup>5</sup> 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.

<sup>6</sup> This also includes study days, workshops, conferences and similar events. No points will be awarded for participation in a trial class tenured academic staff.

<sup>7</sup> Work consisting solely of searching or archiving does not count as a research residency.

<sup>8</sup> PhD students may always add clear motivation for why a given activity fits in one or the other in their particular case.

<sup>9</sup> No points will be awarded for the supervision of examinations.

<sup>10</sup> 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.

<sup>11</sup> 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	
<b>COMPETENCE CATEGORY C. Research Management<sup>12</sup></b>			
1. Courses and career development	Course <sup>13</sup>	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	
<b>COMPETENCE CATEGORY D. Personal effectiveness<sup>14</sup></b>			
1. Courses and career development	Course <sup>15</sup>	0.1 point/hour	
3. Publications and production /realisation	International publication (Peer-reviewed)	4 points/publication	

<sup>12</sup> 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.

<sup>13</sup> 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.

<sup>14</sup> 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.

<sup>15</sup> 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	National publication (Peer-reviewed)	3 points/publication	
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 <sup>16</sup>	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	
<b>COMPETENCE CATEGORY E. Communication skills<sup>17</sup></b>			
1. Courses and career development	Course <sup>18</sup>	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	

<sup>16</sup> A joint review article for the journal 'Tijdschrift voor Stadsgeschiedenis' for instance, also falls under this heading (1p/review article)

<sup>17</sup> 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.

<sup>18</sup> 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 <sup>19</sup>		
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	
<b>COMPETENCE CATEGORY F. Networking and teamwork</b>			
1. Courses and career development	Course <sup>20</sup>	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) <sup>21</sup>	
<b>COMPETENCE CATEGORY G. Career management</b>			
1. Courses and career development	Course <sup>22</sup>	0.1 point/hour	
<b>No points awarded for:</b>			
	<ul style="list-style-type: none"> <li>- Participation in meetings will not be counted as attendance at lectures or training sessions.</li> <li>- With regard to publications: no abstracts of lectures in the programme booklet for a conference or similar texts; no project reports.</li> <li>- No presentations at work meetings of one's own research or project team</li> <li>- Evacuation leader training.</li> </ul>		

<sup>19</sup> No points will be awarded for presentations at work meetings of one's own research group.

<sup>20</sup> 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.

<sup>21</sup> PhD students may always add clear motivation for why a given activity fits in one or the other in their particular case.

<sup>22</sup> 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"><li>- Foreign residences for archival research or work consisting solely of searching will not be counted as research residencies.</li></ul> |
|--|--|

## Points-system Table for Literature

Type	Activity	Number of Points	Maximum
<b>COMPETENCE CATEGORY A. Research skills and techniques</b>			
1. Courses and career development	Course <sup>23</sup>	0.1 point/hour	
1. Courses and career development	Attendance at a lecture <sup>24</sup>	0.1 point/hour	
1. Courses and career development	Research residency <sup>25</sup>	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 <sup>26</sup>	
1. Courses and career development	Summer School or equivalent	0.1 point/hour	
<b>COMPETENCE CATEGORY B. Adaptation to research environment</b>			
1. Courses and career development	Course <sup>27</sup>	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,	0.1 point/hour  1 point/year	

<sup>23</sup> 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.

<sup>24</sup> This also includes study days, workshops, conferences and similar events.

<sup>25</sup> Work consisting solely of searching does not count as a research residency.

<sup>26</sup> PhD students may always add clear motivation for why a given activity fits in one or the other in their particular case.

<sup>27</sup> 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.

	Association for assistant academic staff and 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	
2. Education and academic (or other) service	Serving as secretary of a research group	1 point/year	
<b>COMPETENCE CATEGORY C. Research Management<sup>28</sup></b>			
1. Courses and career development	Course <sup>29</sup>	0.1 point/hour	
2. Education and academic (or other) service	Assessment of Bachelor or Master thesis (2 <sup>nd</sup> 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 <sup>30</sup>	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 <sup>31</sup>	1 point/project proposal OR 2 points/project acquired	

<sup>28</sup> 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.

<sup>29</sup> 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.

<sup>30</sup> No points will be awarded for the supervision of examinations.

<sup>31</sup> The project must have been written by the PhD student.

<b>COMPETENCE CATEGORY D. Personal effectiveness<sup>32</sup></b>			
1. Courses and career development	Course <sup>33</sup>	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 <sup>34</sup>	1 point/prize	
<b>COMPETENCE CATEGORY E. Communication skills<sup>35</sup></b>			

<sup>32</sup> 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.

<sup>33</sup> 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.

<sup>34</sup> No points will be awarded for prizes for the best poster, lecture or similar awards.

<sup>35</sup> 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.



1. Courses and career development	Course <sup>36</sup>	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 <sup>37</sup>	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) <sup>38</sup>	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	
4. Academic (or other) communication	Panel discussion (expert)	0.5 point/discussion	

<sup>36</sup> 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.

<sup>37</sup> No points will be awarded for working hours spent in preparation for lectures.

<sup>38</sup> No points will be awarded for presentations at work meetings of one's own research group.

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	
<b>COMPETENCE CATEGORY F. Networking and teamwork</b>			
1. Courses and career development	Course <sup>39</sup>	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) <sup>40</sup>	
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	
<b>COMPETENCE CATEGORY G. Career management</b>			
1. Courses and career development	Course or mentorship <sup>41</sup>	0.1 point/hour	
<b>No points awarded for:</b>			
	<ul style="list-style-type: none"> <li>- Participation in meetings will not be counted as attendance at lectures or training sessions.</li> <li>- With regard to publications: no abstracts of lectures in the programme booklet for a conference or similar texts; no project reports.</li> <li>- No presentations at work meetings of one's own research group.</li> <li>- No points will be awarded for an evacuation leader training.</li> <li>- ADS PhD student day: 0.1 point for substantive lecture; no points will be awarded for other activities.</li> <li>- No points will be awarded for supervision during examinations.</li> </ul>		

<sup>39</sup> 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.

<sup>40</sup> PhD students may always add clear motivation for why a given activity fits in one or the other in their particular case.

<sup>41</sup> 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
<b>COMPETENCE CATEGORY A. Research skills and techniques</b>			
1. Courses and career development	Course <sup>42</sup>	0.1 point/hour	
1. Courses and career development	Attendance at a lecture <sup>43</sup>	0.1 point/hour	
1. Courses and career development	Research residency <sup>44</sup>	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 <sup>45</sup>	
1. Courses and career development	Summer School or equivalent	0.1 point/hour	
<b>COMPETENCE CATEGORY B. Adaptation to research environment</b>			
1. Courses and career development	Course <sup>46</sup>	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	

<sup>42</sup> 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.

<sup>43</sup> This also includes study days, workshops, conferences and similar events.

<sup>44</sup> Work consisting solely of searching does not count as a research residency.

<sup>45</sup> PhD students may always add clear motivation for why a given activity fits in one or the other in their particular case.

<sup>46</sup> 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	
<b>COMPETENCE CATEGORY C. Research Management<sup>47</sup></b>			
1. Courses and career development	Course <sup>48</sup>	0.1 point/hour	
2. Education and academic (or other) service	Supervision of Bachelor thesis <sup>49</sup>	1 point/Bachelor thesis	See the general footnote for Comp. Cat. C
2. Education and academic (or other) service	Supervision of Master thesis <sup>50</sup>	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 <sup>nd</sup> reader) <sup>51</sup>	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 <sup>52</sup>	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)	

<sup>47</sup> 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.

<sup>48</sup> 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.

<sup>49</sup> 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 (2<sup>nd</sup> reader)'.

<sup>50</sup> 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 (2<sup>nd</sup> reader)'.

<sup>51</sup> Points will be awarded (separately) for the reassessment of a thesis during the 2<sup>nd</sup> exam period.

<sup>52</sup> No points will be awarded for the supervision of examinations.

5. Project proposal and award	Projects acquired <sup>53</sup>	2 points/project	
<b>COMPETENCE CATEGORY D. Personal effectiveness<sup>54</sup></b>			
1. Courses and career development	Course <sup>55</sup>	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 <sup>56</sup>	1 point/prize	

<sup>53</sup> 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.

<sup>54</sup> 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.

<sup>55</sup> 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.

<sup>56</sup> No points will be awarded for prizes for the best poster, lecture or similar awards.

COMPETENCE CATEGORY E. Communication skills <sup>57</sup>			
1. Courses and career development	Course <sup>58</sup>	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 <sup>59</sup>	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) <sup>60</sup>	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	

<sup>57</sup> 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.

<sup>58</sup> 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.

<sup>59</sup> No points will be awarded for working hours spent in preparation for lectures.

<sup>60</sup> 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	
<b>COMPETENCE CATEGORY F. Networking and teamwork</b>			
1. Courses and career development	Course <sup>61</sup>	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) <sup>62</sup>	
<b>COMPETENCE CATEGORY G. Career management</b>			
1. Courses and career development	Course <sup>63</sup>	0.1 point/hour	
<b>No points awarded for:</b>			
	<ul style="list-style-type: none"> <li>- Participation in meetings will not be counted as attendance at lectures or training sessions.</li> <li>- With regard to publications: no abstracts of lectures in the programme booklet for a conference or similar texts; no project reports.</li> <li>- No presentations at work meetings of one's own research group.</li> <li>- No points will be awarded for prizes for presentations and posters. They can however be mentioned on the diploma supplement.</li> <li>- No points will be awarded for an evacuation leader training.</li> <li>- No points will be awarded for project proposals that have not been accepted.</li> <li>- ADS PhD student day: 0.1 point for substantive lecture; no points will be awarded for other activities.</li> <li>- No points will be awarded for supervision during examinations.</li> </ul>		

<sup>61</sup> 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.

<sup>62</sup> PhD students may always add clear motivation for why a given activity fits in one or the other in their particular case.

<sup>63</sup> 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
<b>COMPETENCE CATEGORY A. Research skills and techniques</b>			
1. Courses and career development	Course <sup>64</sup>	0.1 point/hour	
1. Courses and career development	Attendance at a lecture <sup>65</sup>	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 <sup>66</sup>	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 <sup>67</sup>	
2. Education and academic (or other) service	Serving on an examination jury <sup>68</sup>	0.1 point/hour	See the general footnote for Comp. Cat. C
<b>COMPETENCE CATEGORY B. Adaptation to research environment</b>			
1. Courses and career development	Course <sup>69</sup>	0.1 point/hour	
2. Education and academic (or other) service	Membership on University of Antwerp boards/committees  - Peer review for an ADS committee	0.1 point/hour	

<sup>64</sup> 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.

<sup>65</sup> This also includes study days, workshops, conferences and similar events.

<sup>66</sup> Work consisting solely of searching does not count as a research residency.

<sup>67</sup> PhD students may always add clear motivation for why a given activity fits in one or the other in their particular case.

<sup>68</sup> No points will be awarded for the supervision of examinations.

<sup>69</sup> 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.



	- Membership on a faculty or departmental board, research committee, Association for non-statutory academic staff (VABAP)	1 point/year	
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	
<b>COMPETENCE CATEGORY C. Research Management<sup>70</sup></b>			
1. Courses and career development	Course <sup>71</sup>	0.1 point/hour	
2. Education and academic (or other) service	Assessment of Bachelor thesis (2 <sup>nd</sup> 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 <sup>72</sup>	2 points/project	
<b>COMPETENCE CATEGORY D. Personal effectiveness<sup>73</sup></b>			

<sup>70</sup> 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.

<sup>71</sup> 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.

<sup>72</sup> 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.

<sup>73</sup> 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.

1. Courses and career development	Course <sup>74</sup>	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	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	
<b>COMPETENCE CATEGORY E. Communication skills<sup>75</sup></b>			
1. Courses and career development	Course <sup>76</sup>	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

<sup>74</sup> 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.

<sup>75</sup> 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.

<sup>76</sup> 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	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 course unit coordinator for the course <sup>77</sup>	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	
<b>COMPETENCE CATEGORY F. Networking and teamwork</b>			
1. Courses and career development	Course <sup>78</sup>	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) <sup>79</sup>	
	Membership on and/or contribution to the activities of professional associations (and/or interest groups)	0.5 point	

<sup>77</sup> No points will be awarded for presentations at work meetings of one's own research group.

<sup>78</sup> 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.

<sup>79</sup> PhD students may always add clear motivation for why a given activity fits in one or the other in their particular case.

<b>COMPETENCE CATEGORY G. Career management</b>			
1. Courses and career development	Course <sup>80</sup>	0.1 point/hour	
<b>No points awarded for:</b>			
	<ul style="list-style-type: none"> <li>- Participation in meetings will not be counted as attendance at lectures or training sessions.</li> <li>- With regard to publications: no abstracts of lectures in the programme booklet for a conference or similar texts; no project reports.</li> <li>- No presentations at work meetings of one's own research group.</li> <li>- Evacuation leader training.</li> <li>- Non-accepted project proposals.</li> </ul>		

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<sup>80</sup> 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
<b>COMPETENCE CATEGORY A. Research skills and techniques</b>			
1. Courses and career development	Course <sup>81</sup>	0.1 point/hour	
1. Courses and career development	Attendance at a lecture <sup>82</sup>	0.1 point/hour	
1. Courses and career development	Research residency <sup>83</sup>	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 <sup>84</sup>	
2. Education and academic (or other) service	Serving on an examination jury <sup>85</sup>	0.1 point/hour	See the general footnote for Comp. Cat. C
<b>COMPETENCE CATEGORY B. Adaptation to research environment</b>			
1. Courses and career development	Course <sup>86</sup>	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	

<sup>81</sup> 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.

<sup>82</sup> This also includes study days, workshops, conferences and similar events.

<sup>83</sup> Work consisting solely of searching does not count as a research residency.

<sup>84</sup> PhD students may always add clear motivation for why a given activity fits in one or the other in their particular case.

<sup>85</sup> No points will be awarded for the supervision of examinations.

<sup>86</sup> 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	
<b>COMPETENCE CATEGORY C. Research Management<sup>87</sup></b>			
1. Courses and career development	Course <sup>88</sup>	0.1 point/hour	
2. Education and academic (or other) service	Assessment of Bachelor thesis (2 <sup>nd</sup> 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 <sup>89</sup>	2 points/project	
<b>COMPETENCE CATEGORY D. Personal effectiveness<sup>90</sup></b>			
1. Courses and career development	Course <sup>91</sup>	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	

<sup>87</sup> 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.

<sup>88</sup> 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.

<sup>89</sup> 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.

<sup>90</sup> 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.

<sup>91</sup> 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	
<b>COMPETENCE CATEGORY E. Communication skills<sup>92</sup></b>			
1. Courses and career development	Course <sup>93</sup>	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	

<sup>92</sup> 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.

<sup>93</sup> 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 <sup>94</sup>		
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	
<b>COMPETENCE CATEGORY F. Networking and teamwork</b>			
1. Courses and career development	Course <sup>95</sup>	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) <sup>96</sup>	
<b>COMPETENCE CATEGORY G. Career management</b>			
1. Courses and career development	Course <sup>97</sup>	0.1 point/hour	
<b>No points awarded for:</b>			
	<ul style="list-style-type: none"> <li>- Participation in meetings will not be counted as attendance at lectures or training sessions.</li> <li>- With regard to publications: no abstracts of lectures in the programme booklet for a conference or similar texts; no project reports.</li> <li>- No presentations at work meetings of one's own research group.</li> <li>- Evacuation leader training.</li> <li>- Non-accepted project proposals.</li> </ul>		

<sup>94</sup> No points will be awarded for presentations at work meetings of one's own research group.

<sup>95</sup> 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.

<sup>96</sup> PhD students may always add clear motivation for why a given activity fits in one or the other in their particular case.

<sup>97</sup> 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.