

## Additional Doctoral regulations

Institute of Development Policy (IOB) – University of Antwerp

Version approved by the IOB Board 16 March 2023

*Disclaimer: only the Dutch version of these regulations has legal force.  
This English translation is strictly for reference and cannot be invoked as a legal tool.*

### I. General stipulations

**Art. 1.** These additional regulations apply to the Doctoral studies at the Institute of Development Policy (IOB), University of Antwerp which include the doctoral study programme and the doctoral thesis. They supplement the provisions laid out in the Flemish Higher Education Code (Codex Hoger Onderwijs) of 11 October 2013, ratified by the Decree of 20 December 2013 concerning the restructuring of Higher Education in Flanders with regard to obtaining a doctorate, and the PhD regulations governing doctoral studies at the University of Antwerp (general doctoral regulations on obtaining the academic degree of doctor at the University of Antwerp) approved by the Board of Governors of the University of Antwerp dd. 30.01.2018.

**Art. 2.** Within the Institute of Development Policy, PhD studies fall under the remit of the IOB Board the IOB Doctoral Commission (IOB-DC), the supervisor(s) and the respective individual doctoral committees (IDC).

**Art. 3.** With regard to doctoral studies, the IOB Board has decision-making powers in the following areas:

1. The definition and approval of these additional regulations;
2. The appointment of the members and the chair of the IOB-DC (cf. art. 4 of these additional regulations);
3. The decision of admission to the doctoral studies, having first examined the suitability of the candidate and after a positive advice of the IOB-DC (cf. art. 7 of these additional regulations);
4. The appointment of the supervisor(s);
5. The definition and approval of the activities belonging to the compulsory study programme (cf. art. 4 of the University of Antwerp general doctoral regulations and art. 14-19 of these additional regulations);
6. The composition of the IDC and the appointment of a chair when a candidate has been admitted to the doctoral studies (cf. art. 14, 17-20 of the University of Antwerp general doctoral regulations);
7. The composition of the doctoral jury and the appointment of a chair when a candidate has been given permission to defend his/her thesis (cf. art. 26-29 of the University of Antwerp general doctoral regulations);
8. The approval of the annual evaluation reports submitted by candidates and doctoral committees (cf. art. 21 of the University of Antwerp general doctoral regulations);
9. The permission for the submission of the thesis in another language than Dutch or English (cf. art. 23 of the University of Antwerp general doctoral regulations);
10. The definition of the content of a possible preparatory programme for candidates complying with art. 10 of the University of Antwerp general doctoral regulations;

**Art. 4.** The IOB-DC is composed of ZAP representatives, chosen by the IOB Research Commission to reflect the research lines at IOB, and two IOB PhD student representatives, appointed by the IOB Board. One of the ZAP members is appointed as chair of the IOB-DC.

**Art. 5.** The IOB-DC is responsible for the coordination and practical organisation of the PhD related activities at IOB:

1. Determining the weight of the points for the activities eligible for the doctoral training;
2. Evaluating and approving the case file of the doctoral training and awarding the certificate for completing the doctoral training;
3. Establishing the modalities for the public defence of the doctoral thesis.

The IOB-DC has the competence to advise the IOB Board with respect to the items mentioned in art. 3, § 3-10 of these additional regulations.

**Art. 6.** The chair of the IOB-DC is responsible for the co-ordination and the organisation of the commission and for the timely reporting to the IOB Board.

**Art. 7.** The supervisor(s) provides advice to the IOB-DC regarding the acceptance of PhD students and their research projects (as specified in art. 9 of these additional regulations). This advice is examined by the IOB-DC, which then advises the IOB Board.

## **II. Conditions of admission**

**Art. 8.** Doctoral studies within IOB are open to candidates who comply with the conditions laid down in the Decree (cf. art. 1 of these additional regulations) and who have furthermore obtained permission from the IOB Board to commence the doctoral studies.

**Art. 9.** In order to be accepted, at least one supervisor is an IOB ZAP member. The IOB supervisor(s) submit(s) the PhD project and candidate to the IOB-DC. This also requires the elaboration of a formal file which comprises the IOB application form, the candidate's full CV and a description of the research proposal. The IOB-DC will check for coherence with its institutional research agenda and verify whether it can guarantee adequate support for the accepted students. On the basis of this assessment, the IOB-DC advises the IOB Board about the PhD application (cf. art. 7 of these additional regulations).

## **III. Supervision - doctoral committees**

**Art.10.** The supervisor(s) search(es), in agreement with the candidate, for an appropriate individual doctoral committee (IDC). The IOB-DC will formulate an advice to the IOB Board regarding the composition of the IDC and the appointment of its chair, in compliance with art. 17-20 of the University of Antwerp general doctoral regulations.

**Art. 11.** The IDC is responsible for:

1. the definition of the activities that are part of the compulsory training programme (see art. 3. §5 of these additional regulations) and, if applicable, the preparatory programme (see art. 3. §10 of these additional regulations);
2. the monitoring and follow-up of the progress and quality of the PhD, as indicated by art. 20 of the University of Antwerp general doctoral regulations.

**Art. 12.** At the end of the first academic year of the doctoral training, PhD students need to have obtained at least 12 credits for compulsory study courses, complying with the rules specified in Annex I of these additional regulations (point 3). Under exceptional circumstances, the IOB-DC can decide that a PhD student needs to reach this point at the end of the second rather than the first academic year. Such an exception can only be granted at the start of the doctoral study programme, when the doctoral study programme (DSP) is approved.

**Art. 13.** Each year, the PhD student will submit, following the procedure described in art. 20 of these additional regulations, a progress report in SisA. On the basis of this report and the assessment by the IDC, the IOB-DC determines whether the candidate has made enough progress to be allowed to continue his/her doctoral studies. In case of a negative evaluation, art. 22 of these additional regulations and art. 20 of the University of Antwerp general doctoral regulations apply.

## **IV. Doctoral training**

**Art. 14.** Within the doctoral training, each PhD student must strengthen his/her competence as a junior researcher. The PhD student determines together with the supervisor(s) which activities from the University of Antwerp competence profile he/she will work on. In order to successfully complete the doctoral training, the PhD student must compose a package of activities complying to the following regulations:

- The activities undertaken must amount to a minimum of 30 credit points;
- For each of the activities undertaken, the PhD student must provide a proof of participation;
- in the first year of enrolment, the compulsory interuniversity online ADS course 'Mind the GAP (Good Academic Practices)' must be taken. (This requirement only applies to PhD students whose first enrolment dates from AY 2022-2023 or later);
- A minimum of 1 credit point must be obtained in at least 4 different competence categories;
- A maximum of half of the total number of credits can be obtained in one and the same category.

Competence categories (cf Annex II)
A. Research skills and techniques
B. Adapting to research environment
C. Research management
D. Personal effectiveness
E. Communication skills
F. Networking and teamworking
G. Career management

The attribution of doctoral credits per activity will be based on the credit table in annex to these regulations. All specifications and restrictions stipulated in art. 15 to art. 19 of these additional regulations also apply.

The PhD student must have finished the doctoral training before the official composition of the doctoral jury. The IOB-DC advises the IOB Board about the completion of the doctoral training and the composition of the doctoral jury.

**Art. 15.** Within the scope of the doctoral training, each PhD student must take doctoral courses, amounting to a minimum of 12 credit points. This compulsory doctoral study programme (DSP) must include advanced theoretical courses and methodological courses, each for a minimum of 6 credit points. Upon approval of a PhD student, the IOB-DC can impose an extended doctoral study programme (cf. art. 4 of the University of Antwerp general doctoral regulations).

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**Art. 16.** Each PhD student must produce at least one peer-reviewed publication (CERES-EADI rating A, B or C) within the scope of his/her doctoral research project.

**Art. 17.** Each PhD student must do at least one presentation in a doctoral seminar within the scope of his/her doctoral research project. These seminars must be checked and confirmed by the IDC, whose members are asked to attend.

**Art. 18.** Activities that the candidate has undertaken before he/she has been accepted to the PhD studies can also be taken into account for the attribution of credit points. The IOB-DC formulates its advice to the IOB Board on the basis of a well-developed proposal.

**Art. 19.** Both the approval of the doctoral study programme and the judgement on the recognition of previous activities are proposals for decisions of the IOB-DC to the IOB board.

## V. Annual evaluation

**Art. 20.** Annually, each PhD student must submit two progress reports through the online Student Information System (SisA), on the one hand about the activities undertaken for the doctoral training and on the other hand on the doctoral research.

The administrative PhD coordinator sends a call to the PhD students during the month of May; deadline for submission of the progress report is 15 August.

For the progress report on the doctoral training, the PhD students compose their own list of activities on the basis of the competence profile (cf. Annex II). First year PhD students report in detail about the completion of their compulsory doctoral study programme.

For the progress report on the doctoral research, the PhD students report on the progress of the actual research compared to the planning of the previous year, while indicating the planning for the next year.

**Art. 21.** On the basis of the annual progress report, the individual doctoral committee evaluates the PhD student and decides whether he/she made enough progress to be allowed to continue his/her doctoral studies. The IDC advises the IOB-DC and the IOB Board about the (dis)continuation of the PhD student in the doctoral programme.

**Art. 22.** In case of a negative evaluation by the individual doctoral committee, the IOB-DC invites the PhD student to give further clarifications, if possible in a personal interview, and elaborates an informed, motivated advice to the IOB Board. The IOB Board may subsequently advise the IDC to refuse further enrolment (cf. art. 20 of the University of Antwerp general doctoral regulations).

## **VI. Doctoral thesis and defence**

**Art. 23.** The doctoral thesis takes the form of a monograph or a series of chapters on the topic of the doctorate, with a general introduction and conclusion in which the PhD candidate engages with the common theme of the chapters.

**Art. 24.** If the IDC agrees to the submission of the thesis, the IOB Board, upon advice of the IOB-DC, appoints the chair and the members of the doctoral jury. The doctoral jury consists of min. 5 and max. 8 members, i.e. the full IDC and two or three additional members (cf. article 26 of the University of Antwerp general doctoral regulations). At least three members of the doctoral jury are from outside the University of Antwerp. At least two members of the doctoral jury are not a member of the IDC.

**Art. 25.** The doctoral thesis needs to be approved by the doctoral jury, which evaluates the originality and the coherence of the doctoral research as well as its scientific contribution to the field of studies concerned. To obtain an IOB PhD in Development Studies, the doctoral thesis needs to be thematically integrated in at least one of IOB's research lines, and further needs to be policy-relevant, in line with IOB's vision of a just and sustainable world and demonstrate awareness of the particular disciplinary and methodological model used (see overview in Annex III).

**Art. 26.** The PhD student starts the procedure leading to the defence of his/her thesis by submitting his/her draft thesis to the chair of his/her IDC in agreement with the supervisor(s). The chair distributes copies to the members of the IDC (cf. article 30 of the University of Antwerp general doctoral regulations). The members of the IDC decide if the thesis is of sufficient quality to move to the preliminary defence.

**Art. 27.** The preliminary defence of the thesis takes place within six weeks after sending out the draft thesis to the jury members. At the end of the preliminary defence, the doctoral jury decides, by a majority vote, whether the PhD student may proceed to the public defence of his/her thesis; if the vote is tied, the chair has the casting vote. If the majority of the members of the doctoral jury refuse to allow the public defence, a new preliminary defence must take place. In total, a maximum of two preliminary defences may take place (cf. article 33 an 34 of the University of Antwerp general doctoral regulations).

**Art. 28.** When, after the preliminary defence, the doctoral jury agrees to the public defence of the thesis, the chair of the doctoral jury informs the chair of IOB and the chair of the IOB-DC. The PhD student submits 10 hard copies of his/her definitive thesis to the chair of the doctoral jury and two copies to the IOB administrative coordinator. The chair of the doctoral jury distributes the thesis to the members of the doctoral jury. The PhD student also submits a digital version of the thesis to the University of Antwerp Central Library before the public defence (cf. article 40 of the University of Antwerp general doctoral regulations). The public defence takes place at IOB, at the earliest three weeks and at the latest six weeks after the submission of the definitive thesis (cf. article 33 an 34 of the University of Antwerp general doctoral regulations).

**Art. 29.** Thirty minutes before the actual defence, the doctoral jury is convened by the chair of the doctoral jury. During the preliminary discussion, the secretary is appointed. The public defence of the thesis consists of the following components:

- A brief presentation of the thesis by the candidate;
- Questions from the members of the doctoral jury and answers by the candidate;
- Questions from the audience;
- Discussion by the doctoral jury;
- Proclamation by the chair of the doctoral jury;
- Laudation by the supervisor(s).

The duration of the public defence is limited to maximum 2 hours; the defence cannot take place if fewer than at least two thirds of the doctoral jury members are in attendance, if necessary via teleconferencing; at least two of those in attendance must not have been involved in the doctoral thesis (as an IDC-member or as a co-author of a chapter) (cf. article 37 of the University of Antwerp general doctoral regulations).

**Art. 30.** The decisions of the IDC 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 are entitled to 1 vote. If the supervisors do not agree, they too must reach a decision on how to cast their vote by a simple majority vote (cf. article 39 of the University of Antwerp general doctoral regulations).

**Art. 31. Joint and double PhDs**

Articles 41-47 of the University of Antwerp general doctoral regulations apply to joint and double PhDs.

**Art. 32.** In the event of problems, the PhD student may request additional mediation from the IDC and from the confidential counsellor at IOB. At the Antwerp Doctoral School, there are also two confidential counsellors specifically for PhD students and a central ombudsperson (cf. article 51 of the University of Antwerp general doctoral regulations).

## **Annex I : Practical organisation, modalities and timing**

### **1. Admission to the PhD programme and start of the PhD training**

- Applications for admission to the PhD programme can be submitted to the IOB-DC throughout the year, following the procedures (cf. art. 8 and 9 of these additional regulations).
- Admission to the programme does not automatically imply that the candidate will effectively start with the doctoral training (activities) immediately. In the application, the candidate and supervisor will define the expected starting date of the training. If this date does not cover the current or next academic year, this date must be formally confirmed before 10 September of the year in which the training is started.
- Candidates who, at the start of their training, already know that they will write their thesis in a language other than Dutch or English will immediately request permission to do so (via the standard IOB acceptance letter).

### **2. Individual doctoral committee (IDC)**

- After consultation with the doctoral candidate concerned, the supervisor(s) will elaborate a proposal for the composition of the IDC, in accordance with art. 10 of these additional regulations.
- The deadline for submitting the IDC proposal is 10 September of the first academic year of the PhD training.

### **3. Specific requirements for the first year of the doctoral training**

- PhD students need to obtain a minimum of 12 credits for study courses or, if applicable, the extended doctoral study programme (DSP) during their first academic year
- The PhD student and the supervisor(s) submit a proposal for a DSP (compulsory courses) to the chair of the IOB-DC. Deadline for this proposal: 15 November.
- The DSP is formally approved by the IOB-DC; the PhD student is formally notified of his/her compulsory study programme.
- Changes in the approved DSP are only possible when motivated by factors outside of the students' control. They need to be formally approved ex ante by the IOB-DC. PhD students and supervisor(s) notify the chair of the IOB-DC as soon as possible when a change of the DSP is necessary; the notification includes the proposal for adjustment of the study programme.
- The full report about the DSP needs to be included in the first year progress report, which has to be submitted through SisA by 15 August (cf. art. 20 of these additional regulations). The report needs to indicate how the minimum of credits have been obtained with the approved study courses. The IOB-DC will act as the 'Peer Review Commission' for validating the credits obtained.

### **4. PhD administration at IOB: the Doctoral Commission (IOB-DC)**

- The IOB PhD is managed by the IOB-DC, which will advise the IOB Board in this respect. The IOB-DC is the point of contact for all communication regarding the IOB PhD.
- All communications to the IOB-DC have to be directed to its chair with a copy to the administrative PhD coordinator [katleen.vanpelicom@uantwerpen.be](mailto:katleen.vanpelicom@uantwerpen.be).
- The IOB-DC holds 4 meetings per year (every 3 months). Additional meetings may be held if necessary.

**Annex II : Credit table competence categories**

Competence category	Activity	Points (credits)	Suggestion Type of Activity (ToA) in SisA
<b>A. Research skills and techniques</b>	<b>Doctoral study programme (DSP)</b> Compulsory courses first year : min 6 credits for advanced theoretical course(s) and 6 credits for advanced methodological course(s) with a total maximum of 15 credits (except if exempted)	Credits are awarded by the University/Institute of the course	1 Course
	Other courses outside the DSP	0,5 credit, max 1	1 Course
<b>B. Research environment</b>	<b>Compulsory</b> online course ADS 'Mind the GAP' (Good Academic Practices ) (applicable to students with first enrolment in AY 2022-2023 or later)	1 credit	1 Course
	<p><b>Publications</b> For the doctoral training: min. 3 credits must be obtained from a peer-reviewed publication (cfr. Art. 16 of the PhD regulations) A total maximum of 9 credits can be obtained for publications</p> <p><b>CERES/EADI ratings:</b> <b><u>Refereed journal articles and book publications</u></b> A: journal articles in Web of Science with a relatively high citation index; and books from publishers with &gt; 500,000 hits in Google Scholar B: other journal articles in Web of Science; and books from publishers with 50,000-500,000 hits in Google Scholar C: other refereed journal articles (not in Web of Science), and books from publishers with 1,000-50,000 hits in Google Scholar</p> <p><b><u>Non-refereed journal articles and book publications</u></b> D: published for an academic public E: mainly published for a non-academic public</p> <p>* Author/co-author of book &gt; 100 p. = 3 articles</p>	<p>- Author or co-author of a CERES A/B journal article; book chapter or (co)editor of an A/B book or thematic edition of an A/B journal = 6 credits*</p> <p>- Author or co-author of a CERES C journal article; book chapter or IOB Discussion Paper or working paper from a renowned institute (World Bank, UNU-WIDER,...) or (co)editor of a C book or thematic edition of a C journal = 3 credits*</p> <p>- Author or co-author of a CERES D journal article / book or working paper or (co)editor of D book = 1,5 credits*</p> <p>- Book review in CERES A-B-C journal = 0,5 credit</p> <p>- Publication for a general audience (magazine article,</p>	3 Author or Contributor

	(e.g. one CERES C authored book = 9 credits)	blogpost, newspaper op-ed, IOB Policy Brief,...) = 0,5 credit	
	Other reviews	0,5 credit, max 1	3 Reviewer
	Participation in consultancies with substantial contribution	1 credit, max 3	3 Contributor
	Member of boards of relevant organisations	0,5 credit, max 1	2 Membership
	Member of IOB commissions and/or board	0,5 credit, max 1	2 Membership
	Active participation in elaboration of research proposals	0,5 credit, max 1	5 Writing a project proposal
	Other courses outside the DSP	0,5 credit, max 1	1 Course
<b>C. Research management</b>	Planning and execution of field research	0,5 credit, max 1	1 Research stay
	(Co)-organisation of scientific conference/event	0,5 credit, max 1	4 Organization
	Other courses outside the DSP	0,5 credit, max 1	1 Course
<b>D. Personal effectiveness</b>	(Co)-tutoring IOB or other students (education, master dissertation)	0,5 credit/module, max 2	2 Supervision Master thesis
	Active participation in research institutes/networks outside IOB	0,5 credit, max 1	2 Membership
	Active participation in social events, student trips, etc.	0,5 credit, max 1	4 Organization
	Other courses outside the DSP	0,5 credit, max 1	1 Course
<b>E. Communication skills</b>	Presentation of own research in doctoral seminar	3 credits, max 3	4 Giving presentation
	Teaching of courses (exercises, seminars, etc.)	1 credit, max 3	2 Teaching
	Evaluation of masters dissertations	0,5 credits, max 1	2 Evaluation
	Presentations at international conferences and other scientific events	Papers given at academic conferences with peer review of paper or as invited speaker (3 credits)  Papers given at academic conferences or meetings without peer review (1,5 credits)	4 Giving presentation



		Posters given at academic conferences (1 credit)	
	Participation in activities for a general audience	0,5 credits, max 1	4 Participant OR Press Conference
	Panel organizer at academic conferences	1,5 credits	4 Organization
	Discussant at international conferences and other scientific events	0,5 credits, max 1	4 Participant
	Authoring a scientific website (university or research institute) or blog	0,5 credits, max 1	4 Construction website
	Language courses	0,5 credits, max 0,5	1 Course
	Other courses outside the DSP	0,5 credit, max 1	1 Course
<b>F. Networking &amp; teamworking</b>	Member of editorial team	0,5 credit, max 0,5	3 Editor or editorial team member
	Research stay at institutes other than IOB	0,5 credit, max 1	1 Research stay
	Active cooperation in group research	0,5 credit, max 1	3 Contributor
	Coordinating international research team (field work, specific research)	1 credit, max 1	2 Supervision practical
	Active membership of relevant organisations	0,5 credits, max 1	2 Membership
	Other courses outside the DSP	0,5 credit, max 1	1 Course
<b>G. Career management</b>	Internship in non-academic environment	0,5 credits, max 1	1 Internship
	Participation doctoral information sessions	No credits	1 Networking
	Functioning- and evaluation talks	No credits	1 Attending career-oriented event
	Other courses outside the DSP	0,5 credit, max 1	1 Course

## Annex III : PhD in Development Studies at IOB: criteria

By establishing criteria for a “PhD in Development Studies at IOB”, we seek to develop a PhD policy that is in line with and supportive of the [overall IOB strategy and vision](#). In addition, explicating the criteria helps aligning expectations across the student, his/her supervisors, and committee/jury members, which can be especially useful given the proliferation of double PhDs.

CRITERIA									
1	Of sufficient originality, coherence and contributing to the field of development studies								
2	Thematically integrated in (at least) one of the three research lines : Environment and Sustainable Development; Global Governance and Inclusive Development; State Formation and Resilient Societies								
3	Presented as a monograph, or as a series of chapters with a general introduction and conclusion in which the PhD candidate engages with the common theme of the chapters								
4	Fulfill all requirements of the <a href="#">IOB doctoral program</a>								
5	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #d3d3d3; width: 50%;"><u>Required</u></th> <th style="background-color: #fff2cc; width: 50%;"><u>Recommended</u></th> </tr> </thead> <tbody> <tr> <td style="background-color: #d3d3d3; text-align: center;">Policy-relevant</td> <td style="background-color: #fff2cc; text-align: center;">Providing concrete policy recommendations</td> </tr> <tr> <td style="background-color: #d3d3d3; text-align: center;">6</td> <td style="background-color: #fff2cc; text-align: center;">Applied to the poorest and most fragile countries/regions in the world</td> </tr> <tr> <td style="background-color: #d3d3d3; text-align: center;">7</td> <td style="background-color: #fff2cc; text-align: center;">Engaging with more than one disciplinary and methodological model</td> </tr> </tbody> </table>	<u>Required</u>	<u>Recommended</u>	Policy-relevant	Providing concrete policy recommendations	6	Applied to the poorest and most fragile countries/regions in the world	7	Engaging with more than one disciplinary and methodological model
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Policy-relevant	Providing concrete policy recommendations								
6	Applied to the poorest and most fragile countries/regions in the world								
7	Engaging with more than one disciplinary and methodological model								
6	In line with IOB’s vision of a just and sustainable world								
7	Demonstrate awareness of the particular disciplinary and methodological model used <sup>1</sup>								

**APPLICATION :** The criteria are applied to PhD students who want to pursue a PhD in Development studies at the IOB, starting from 01/01/2020 onwards; also in the case the PhD in Development studies is part of a double/joint PhD trajectory (incoming or outgoing).

**MONITORING & EVALUATING :** The IOB-DC, when advising on whether to accept the PhD student(’s proposal); the board when deciding on the PhD application; the OZC when commenting on the presentation of the student’s research proposal (applies only in case of AAP); the supervisor and IDC when guiding the student throughout his/her PhD trajectory; the doctoral jury when assessing the doctoral thesis.

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<sup>1</sup> This implies that it is possible to do a PhD in Development Studies with a main focus on one specific disciplinary and methodological model, provided that the research demonstrates awareness of the particular approach used, i.e. explicitly positions the approach chosen (its ontology, epistemology, ‘mental model’ of the research framing, theoretical-conceptual choice, etc.) within the ‘Mixed Methods’ approach of DS in IOB (in line with Green, et al. as described in Research Strategy 2017-2022). This positioning includes showing an effort to review other disciplinary/conceptual approaches to the research topic and relating those to the approach used. At IOB it is recommended to actually use and integrate different approaches in the research, but the minimum is to do the effort to review and relate to other approaches about the research topic that are not actually used.