Faculty of Science supplementary regulations for doctoral programmes

Approved by Faculty Board 12/09/2024 – RFW 272

I.   General provisions

1.   These regulations apply to doctoral studies carried out at the University of Antwerp Faculty of Science. The faculty regulations are supplementary to the general University of Antwerp doctoral regulations, approved by the University of Antwerp Board of Governors.

- These supplementary faculty regulations for doctoral programmes contains the modalities and procedures of the progress reports, the doctoral course and the form and evaluation of the thesis as they apply at the Faculty of Science.
- Within the Faculty of Science, PhDs can be obtained in several study areas (see attachment I for an overview).
- The authority regarding initiation, evaluation and awarding of <u>discipline specific doctorates</u> is at the level of the respective departments (Bioscience Engineering, Biology, Chemistry, Physics, Computer Science and Mathematics) or the Institute of Environment and Sustainable Development (IMDO; Environmental Science). For <u>PhDs in Science</u> (clear-cut interdisciplinary research plan) it is at the faculty level.

2.   Within the Faculty of Science, the following boards and committees are involved in the doctoral programmes:

- the Departmental Boards (DB)
- the individual PhD committees (IPC)
- the peer review committee (PRC)
- the regular master examinations board (EB)

The authority of the boards and committees related to the doctoral studies will be treated in the articles below. For PhDs in Science the Faculty of Science Bureau takes over the Departmental Boards' authorities.

3.   The Departemental Board has decision-making authority with regard to the following aspects of doctoral studies:

a)   the admission to doctoral studies, based on an aptitude test for prospective PhD students and on the proposed research project (cf. article 8 of the general doctoral regulations);

b)   the determination of any preparatory programme for candidates subject to article 9 of the general doctoral regulations and the evaluation afterwards whether or not the programme was completed successfully;

c)   the composition of the individual PhD committee and the designation of the chair (cf. article 14 of the university doctoral regulations);

d)   the appointment of the departmental PhD coordinator;

    e)   the permission to submit the thesis in a language other than Dutch or English (cf. article 23 of the general doctoral regulations);

    f)   the composition of the PhD jury, designation of the chair and secretary;

    g)   a gender diverse composition of the PhD jury is to be pursued;

    h)   request permission for double PhDs (referring to all sorts of double PhDs, including joint and multiple PhDs).

4.   The IPC has decision-making authority with regard to the following aspects of PhDs:

    a)   the progress of PhD research based on a report and possibly a personal contact (cf. article 20 of the general doctoral regulations);

    b)   disputes between PhD students and their supervisors;

    c)   admission to the preliminary defence based on the draft thesis.

5.   With regards to doctoral studies, the peer review committee has the authority to evaluate the yearly progress report for the doctoral programme of the PhD student involved.

6.   The examinations board has decision-making authority with regards to the compliance with the requirements of a preparatory programme that may be imposed by the Departmental Board upon any candidate subject to article 3.b of these supplementary regulations.

II.   Admission requirements

7.   Candidates who wish to acquire a PhD, shall submit a written application "admission PhD" to the central educational administration. PhD students must enrol again each academic year during the enrolment period. For more information regarding enrolment and admission procedures, please refer to attachment 3 of the general doctoral regulations.

8.   Doctoral studies at the Faculty of Science are open to any candidate possessing a masters degree (or equivalent) as described in the general doctoral regulations. Moreover, the candidate must obtain the approval of the Departmental Board (or faculty executive committee for PhDs in Science) after an aptitude test. The faculty may grant an exemption of these admission requirements if the aptitude test demonstrates that the candidate has the research related competences one obtains during the master studies based on the master competences or Dublin descriptors.

    a)   The analysis of a candidate's acquired master competences is done based on a file as stipulated in the general doctoral regulations. A language test may form part of this analysis. The Departmental Board (or faculty executive committee for PhDs in Science) will decide on such files.

    b)   The decision regarding the analysis of the acquired master competences must be communicated to the candidate within a reasonable timeframe after submission of the file. Six weeks is assumed to be a reasonable period.

    c)   If the Departmental Board or faculty executive committee impose a preparatory programme (see also article 11 of the general doctoral regulations) upon the candidate, they shall communicate this to the candidate, along with the results of the analysis of the acquired master competences. This educational programme shall consist of a maximum of 30 credits. The Departmental Board / faculty executive committee shall also determine the timeframe within which the preparatory programme must be completed. This programme may not form part of the candidate's doctoral education.

9.   If the Departmental Board or faculty executive committee impose a preparatory programme <u>with exams</u> upon a candidate, they shall communicate this to the candidate along with the results of the analysis of the acquired master competences. This educational programme shall consist of a maximum of 30 credits. In motivated cases, recognitions of prior learning and/or recognitions of prior qualifications can be submitted for part of or the entire preparatory programme. This programme may not form part of the candidate's doctoral education. The candidate shall register at the faculty's student administration with a degree contract for the programme components in this preparatory programme. The department which imposes the preparatory programme, shall appoint the Examinations Board competent for the evaluation of the preparatory programme.

10. Double PhDs. PhD students who wish to acquire a double, multiple or joint degree, must enter their application for said degree at least one year before submitting their draft thesis (cf. article 42 of the general doctoral regulations). The Departmental Board / faculty executive committee are competent to approve applications for double PhDs.

- If the public defence is held at a different institution, the date must also be communicated to the faculty secretariat using the relevant procedure in SisA.
- At least one member of the Senior Academic Staff (ZAP) or of the equivalent category abroad of each of the universities involved shall serve in the doctoral jury.

III. Doctoral programme

11. Within the doctoral programme, PhD students are expected to hone their competences as young researchers. They are required to report on this progress on a yearly basis through the Student Information System Antwerp (SisA). Using the competence profile for PhD students at the University of Antwerp, and in consultation with their supervisor, PhD students shall determine the activities they shall undertake to this end.

12. In highly exceptional circumstances, prospective PhD students with exceptional qualifications can be exempt from the obligations and limitations as stipulated in articles 11 through 15. To this end, the student must submit a motivated proposal to the Departmental Board / faculty executive committee, supported by the documents required.

13. In order to complete the doctoral programme successfully, the PhD researcher is required to submit a file with their activities, according to the following rules:
- the activities undertaken must amount to a total of at least 30 credits;
- at least 1 credit must have been earned in at least 4 categories of the competence profile;
- no more than half of the total number of credits may have been earned in a single competence category;
- the mandatory 'Mind the GAP' training course was successfully completed and the certificate of participation was delivered as proof (*only applicable for PhD researchers enrolled as PhD students who started in academic year 2022-2023 or later*);
- for all activities, proof of participation needs to be produced.

The PhD researcher must complete the doctoral programme before the official composition of the doctoral jury and in compliance with the procedure mentioned on the website of the Antwerp Doctoral School.

14. The allocation of credits per activity shall be done in accordance with the tables per department (attachment II). Training courses organised by the Antwerp Doctoral School that were followed by the PhD researcher in academic year 2015-2016 or later and completed successfully, will be automatically added to the activity overview in SisA (with the corresponding credits and link to competence category).

15. A separate table listing the credits for each department is included in attachment II. The credits in these tables are determined by the faculty and apply for all Faculty of Science PhD students. Activities which were undertaken after completion of the degree allowing enrolment for the preparation of the thesis, but before the actual enrolment, may be counted in part or in full within the framework of the doctoral programme.

IV. Progress assessment

16. The annual progress report on the PhD consists of two parts: the research component and the educational component (doctoral study programme). The educational component is assessed annually by the peer review committee. The research component is assessed at least biannually by the individual PhD committee (IPC). The timing of the assessment of the research component is linked to the actual starting date of the PhD research. The supervisor communicates this date to the faculty secretariat at the moment of registration. At the start of the doctoral programme, the PhD students shall take the initiative for an informal introductory meeting with the members of their respective individual PhD committee.

17. Each year before May 1st each PhD researcher shall register activities for the educational component (doctoral study programme) through SisA Selfservice. The peer review committee, assembled by the Antwerp Doctoral School, shall review these and award the credits for the doctoral study programme. The Antwerp Doctoral School shall organise the relevant communication. In case of any dispute, the allocation of the credits shall be submitted to the faculty's general PhD coordinator and the departmental PhD coordinator.

18. In the second half of the second research year (based on the actual starting date) each PhD student shall deliver a presentation about their research progress to the complete individual PhD committee. The PhD student will receive an invitation from the faculty secretariat, and a copy will be sent to the entire individual PhD committee (IPC). This presentation shall contain an overview of the conducted research and the planning for the second half of the PhD. In preparation, the PhD student shall deliver a brief written report (1 page) and a brief scientific resume containing a.o. publications, conference papers and research residences to all members of the IPC, and this at least 10 working days before the presentation.

19. At the interview, the individual PhD committee (IPC) shall give feedback on the progress and results of the doctorate and provide any recommendations on the plans for the continued research. Based on the interview, the IPC shall evaluate whether the PhD fulfills the conditions to continue the PhD programme. The IPC can also decide that the PhD student must be heard again in the third year, following the same procedure, and in that case the IPC shall communicate this to the PhD student, the departmental PhD coordinator and the faculty secretariat. The chair of the IPC communicates their decision and motivation regarding the evaluation of the research progress, at the latest at the end of the second year of research. In case of a negative evaluation, this will be communicated to the departmental chair immediately with a written motivation. Failure of the PhD student to submit a report without a valid reason will automatically result in a negative evaluation (article 20 of the general doctoral regulations).

20. At the start of the second half of the fourth research year, the faculty secretariat invites the PhD student (with a copy to the complete individual PhD committee) to submit a brief report to the members of the individual PhD committee (IPC), and this at the latest 4 months before the end of the fourth research year. This report (1 page at most), combined with a list of publications and conference papers, will reflect the state of the research and provide a concrete plan for the completion of the PhD. In case the IPC is insufficiently convinced of the progress of the PhD, based on the report, they can request an oral report by the PhD student as specified in article 18 of the faculty doctoral regulations. Further follow-up and reporting are done as stipulated in articles 21 through 23 of the faculty doctoral regulations.

21. The obligation to report in the fourth research year expires if the PhD student submits a draft thesis to the individual PhD committee within the prescribed time limit (4 months before the end of the fourth research year), or if the individual PhD committee (IPC) judges that there are sufficient assurances that the draft will be submitted before the end of the fourth year. The decision shall be communicated to the PhD student and the faculty secretariat by the IPC chair.

22. If the PhD has not been defended after 4 years, the PhD student shall be evaluated at the end of each following research year by the individual PhD committee (IPC) as stipulated in article 23 and 24. In the case of graduate teaching and research assistants with a six year research track, the IPC may decide to derogate from this rule, after approval of the departmental PhD coordinator.

23. The individual PhD committee can be convened at any time at the request of the PhD student of one of the members.

24. Based on a negative evaluation and after advice from the Departmental Board, the individual PhD committee can refuse subsequent enrolment for the current PhD (cf. article 20 of the general doctoral regulations). For means of redress, please refer to the general doctoral regulations (articles 68 through 71). PhD students may be assisted by an ombudsperson.

- The individual PhD committee orders the faculty administration to block the study progress in SisA. The faculty administration contacts the central educational administration to prevent subsequent enrolment.

- The PhD promotor communicates the negative evaluation to the Antwerp Doctoral School and does the necessary to terminate the PhD researcher's staff contract or unpaid appointment, in consultation with the Human Resources Departement.

25. The faculty shall appoint ombudspersons for PhD students (cf. articles 60 through 66 of the general doctoral regulations) and shall communicate about this with the Antwerp Doctoral School's Council.

V. Doctoral thesis and final stage of the doctoral programme

26. Published articles written by the PhD student can form an integral part of the thesis. The thesis should have a uniform layout.

27. The PhD student must cover the printing costs.

28. The preliminary defence is a compulsory part of the evaluation of the draft thesis at the Faculty of Science (cf. article 32 of the general doctoral regulations).

29. After submitting the thesis to the individual PhD committee (IPC), the IPC has a maximum of four weeks to decide whether the student may proceed to the preliminary defence of the thesis.

30. The PhD jury is composed by the Departmental Board (or faculty executive committee for PhDs in Science) at least three weeks before the preliminary defence, after assessing whether the PhD has met all of the reporting requirements. The members of the PhD jury shall also appoint a chair and a secretary. All members of the PhD jury can take on the roll of secretary. Usually the individual PhD committee chair is also the PhD jury chair.

31. The chair of the PhD jury invites the members of the PhD jury to the preliminary defence and provides them with the draft thesis.

32. The PhD jury consists of the same members for both the preliminary defence and the public defence.

33. The preliminary defence can only take place if at least two thirds of the PhD jury's members are present, possibly by means of a hybrid defence, of which at least two members are not involved in the PhD thesis. If the chair is unable to attend the defence, the faculty shall appoint a substitute chair, member of the UAntwerpen ZAP and not a supervisor of the PhD student in question.

34. At the request of a PhD student or a jury member, an observer may be invited to the preliminary defence.

35. At the preliminary defence, the PhD student is expected to give a presentation on the PhD research with a maximum duration of 30 minutes. Afterwards, the members of the PhD jury will ask questions. The entire preliminary defence shall take no longer than three hours.

36. The preliminary defence may be held in Dutch or English, after consultation among the PhD student, the chair and the members of the PhD jury.

37. The preliminary defence will lead to one of the following decisions:
- the thesis is accepted without additional conditions;
- the thesis is accepted provided a limited number of adaptations are made ("*minor revision*"). The responsibility for the revision lies with the candidate under the supervisor(s)' oversight;
- the thesis is accepted provided major revisions are made ("*major revision*"). The jury must agree on the revisions before the thesis is admitted for the final defence;
- the thesis is not accepted and must be presented at a new preliminary defence after thorough revision.

38. The PhD jury's secretary shall write a brief report on the preliminary defence in which reference is made to the required revisions, and deliver this to the faculty administration.

39. In the case of a *major revision*, the PhD student shall submit the revised thesis to the PhD jury. The jury has three weeks to approve the revisions. Preferably a consensus is reached; if this is not the case, the chair organises an additional consultation with the entire PhD jury (this consultation may also take a hybrid or online form). In that case, a positive decision can only be given by a simple majority, in which the supervisors have one vote among them (cf. article 39 of the general doctoral regulations).

40. The date of the public defence should be fixed between three and six weeks after the candidate has communicated the PhD jury's decision to the central education administration. In the case of a *major revision*, this period starts after the requested adjustments have been approved. The candidate provides the final version of the thesis to the chair no later than one week before the public defence.

VI.   Special provisions

41. In the event of a premature discontinuation of the PhD, the PhD student must discontinue the enrolment in accordance with the enrolment procedure. In addition to the supervisors, the PhD student shall inform the faculty administration and the Antwerp Doctoral School of the discontinuation as soon as possible.

Attachments

I   Study areas and qualifications
II   Scoring tables doctoral study programme per department

Attachment I Study areas and qualifications

Overview of the academic degrees of doctor awarded by the Faculty of Science.

Study areas and qualifications	Original text in Dutch	Faculty

Study area: Biological Sciences
   Doctor of Bioscience Engineering
	Studiegebied: Toegepaste biologische wetenschappen
	   Doctor in de bio-ingenieurswetenschappen
		FWET

Study area: Science
   Doctor of Science
   Doctor of Science: Biology
   Doctor of Science: Chemistry
   Doctor of Science: Physics
   Doctor of Science: Computer Science
   Doctor of Science: Mathematics
	Studiegebied: Wetenschappen
	   Doctor in de wetenschappen
	   Doctor in de wetenschappen: biologie
	   Doctor in de wetenschappen: chemie
	   Doctor in de wetenschappen: fysica
	   Doctor in de wetenschappen: informatica
	   Doctor in de wetenschappen: wiskunde
		FWET
		FWET
		FWET
		FWET
		FWET
		FWET

Study area: Science
   Doctor of Environmental Science
	Studiegebied Wetenschappen
	   Doctor in de milieuwetenschap
		FWET + FSW

Attachment II Scoring tables doctoral study programme per department

A. Table Bioscience Engineering Department

Type in SiSA	Activity	Points	Remarks
COMPETENCE CATEGORY A. Research skills and techniques			
1. Courses and career development	Course	0,1p/hour	
1. Courses and career development	Attending a lecture (or similar)	0,1p/hour	
1. Courses and career development	Attending a conference, workshop, symposium, summer school, winter school, seminars[1]	0,1p/dag + 0,1p/dag in compcat F	Max. 0,2p/day
1. Courses and career development	Attending UA research activity (Faculty Research day, activity	0,1p/day + 0,1p/day in compcat F	Max. 0,2p/day

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[1] This activity contributes to compcat A as well as compcat F. The PhD researcher can always give a clear motivation why the activity in his/her case only should be added to one of the two categories.

	ADS, departmental research day, seminar, ..) [2]		
1. Courses and career development	Research residency[3]	0,1p/work day	
2. Education and (acad.) service	Jury membership (theses, project proposals, prices, …)	0,2p/manuscript	
2. Education and (acad.) service	Correct exams	0,1p/exam	
3. Publications and prod. /real.	Review book/article; evaluation proposal; manuscript	TBD by PRC based on details	
COMPETENCE CATEGORY B. Adaptation to research environment			
1. Courses and career development	Course	0,1p/hour	E.g. Innovation Management & Entrepreneurship
1. Courses and career development	Course 'Mind the GAP' (mandatory)[4]	1p	
2. Education and (acad.) service	Membership board or commission	0,5p/year/Board	e.g. editorial board, faculty/Departmental Board, VABAP, etc.
2. Education and (acad.) service	Member Faculty peer review committee docop	0.5p/year	
2. Education and (acad.) service	Formal mentorship [5]	0,5p/year	
2. Education and (acad.) service	Ombudsperson	1p/year	
COMPETENCE CATEGORY C. Research Management			
1. Courses and career development	Course	0,1p/hour	E.g. Project Management, Word, Mindmapping

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[2] This activity contributes to compcat A as well as compcat F. The PhD researcher can always give a clear motivation why the activity in his/her case only should be added to one of the two categories.

[3] Research stays (not collection of samples): points will be given per workday. A research stay only counts if active participation in a research group is proven.

[4] This course is mandatory for PhD researchers starting as of the academic year 2022-2023.

[5] A proof of the Departmental Board or education committtee is necessary.

2. Education and (acad.) service	Supervision bachelor thesis [6]	1p/ bachelor thesis	In case of work in group: counts per thesis, not per student.
2. Education and (acad.) service	Supervision master thesis [7]	2p/ master thesis	In case of work in group: counts per thesis, not per student.
2. Education and (acad.) service	Supervision Erasmus mundus or ASO-project	TBD by PR based on details (allocated time, ...)	
2. Education and (acad.) service	Supervision research internship	1p/internship	
5. Project prop. & recognitions	(co)writing project proposal (incl. personal mandates)[8]	0.5p	
4. (Academic) Communication	Member of organising committee of scientific activity	2p	Incl. orientation trip BA3, research day
COMPETENCE CATEGORY D. Personal effectiveness [9]			
1. Courses and career development	Course	0,1p/hour	E.g. Time Management, Achieving your goals
3. Publications and prod. /real.	Publication (peer reviewed) - 1st or 2nd author (or equivalent) - other author	 3p 1p	
3. Publications and prod. /real.	Scientific publication not peer-reviewed	1p	
3. Publications and prod. /real.	Publication for broader audience in magazine/book/digital not peer-reviewed	1p	Incl. scientific blogpost

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[6] The name of the PhD researcher needs to be mentioned as supervisor on the cover.
[7] The name of the PhD researcher needs to be mentioned as supervisor on the cover.
[8] Only counts if the project is accepted and if it falls outside the scope of the PhD researcher's own research and if proof (e.g. statement of the supervisor) is submitted that the PhD researcher – and not the supervisor or research unit – personally authored the proposal. The award of scholarships after a successful project proposal may not be submitted again separately.
[9] Publications can only be counted after they have been accepted (confirmation from editor or copy of publication).

3. Publications and prod. /real.	Publication in book	3p	
5. Project prop. & recognitions	Patent application	1p	PhD student is co-inventor
COMPETENCE CATEGORY E. Communication skills[10]			
1. Courses and career development	Course	0,1p/hour	I.a. Presentation skills, PowerPoint, Speedreading, Webdesign, Writing proposals, Coaching writing skills, language education[11]
2. Education and (acad.) service	Teaching in higher education	0,2p/contact hour	
2. Education and (acad.) service	Supervision of seminars and exercises	0,1p/contact hour	
4. (Academic) Communication	Oral presentation [12] at conference/symposium/conference/workshop (both international and in Belgium)	3p	
4. (Academic) Communication	Poster presentation at conference/symposium/conference/workshop (both international and in Belgium)	1p	
4. (Academic) Communication	Presentation promoting science (incl. businesses)	1p	
2. Education and (acad.) service	Teaching in business/broader audience	0,2p/contact hour	
4. (Academic) Communication	Panel discussion	1p	
4. (Academic) Communication	Presentation at internal (UA) research day	0,5p	
2. Education and (acad.) service	Informant at recruiting activity (Info day, Sid-In,…)	0,2p/half day	
COMPETENCE CATEGORY F. Networking and teamwork			

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[10] For presentations points can only be given if the PhD research was presenting author him-/herself.
[11] Language must be relevant to research, include motivation.
[12] Via teleconferencing: same amount of points.

1. Courses and career development	Course	0,1p/hour	I.a. Leadership, Teamwork
1. Courses and career development	Attending a conference, workshop, symposium, summer school, winter school[13]	0,1p/day + 0,1p/day in compcat A	Max. 0,2p/day
1. Courses and career development	Attending UA research activity (Faculty Research day, ADS activity, departmental research day, seminar, ..)[14]	0,1p/day + 0,1p/day in compcat A	Max. 0,2p/day
COMPETENCE CATEGORY G. Career management			
1. Courses and career development	Course	0,1p/hour	I.a. Job application techniques
1. Courses and career development	Attending career oriented event (job fair, …)	0,1p/activity	
1. Courses and career development	Attending Talent center UA activities	0,1p/activity	

Not counted:	- Course evacuation leader;
	- Jury/supervision of exams;
	- Start up a course;
	- Being webmaster of a webpage;
	- Valid for publications:
	    o No abstracts of conferences etc. (points included in posters and presentations).
	    o No reports and applications.
	- Price for article/publication;
	- Interviews for broader audience;
	- Interviews national/Flemish/Walloon radio or written press;
	- Supervision interview research assignment;
	- Press conference project;
	- Valid for presentations:
	    o No presentations at meetings.
	    o Not valid without participation.
	- Meetings (these are not lectures or courses);
	- Stakeholder meetings;
	- Meetings theme groups;
	- Solely authorship of poster (without presenting it);
	- Presentation own research group.		

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[13] This activity contributes to compcat A as well as compcat F. The PhD researcher can always give a clear motivation why the activity in his/her case only should be added to one of the two categories.

[14] This activity contributes to compcat A as well as compcat F. The PhD researcher can always give a clear motivation why the activity in his/her case only should be added to one of the two categories.

B. Table Biology Department

Type	Activity	Points	Remarks
COMPETENCE CATEGORY A. Research skills and techniques			
1. Courses and career development	Course	0,1p/hour	
1. Courses and career development	Attending a lecture (or similar)[15]	0,1p/hour	
1. Courses and career development	Attending a conference, workshop, symposium, summer school, winter school, seminars[16]	0,1p/day + 0,1p/day in compcat F	Max. 0,2p/day
1. Courses and career development	Attending UA research activity (Faculty Research day, activity ADS, departmental research day, seminar, ..) [17]	0,1p/day + 0,1p/day in compcat F	Max. 0,2p/day
1. Courses and career development	Research residency[18]	0,1p/work day	
2. Education and (acad.) service	Jury membership (theses, project proposals, prices, ...)	0,1p/ thesis or project proposal or price	
3. Publications and prod. /real.	Review book/article; evaluation proposal; manuscript	0,2p/manuscript	
COMPETENCE CATEGORY B. Adaptation to research environment			
1. Courses and career development	Course	0,1p/hour	E.g. Innovation Management & Entrepreneurship
1. Courses and career development	Cursus 'Mind the GAP' (mandatory)[19]	1p	

[15] Participation at PhD defence can count for 0,1p/defence (a general invitation does not count as valid proof of attendance).

[16] This activity contributes to compcat A as well compcat F. The PhD researcher can always give a clear motivation why the activity in his/her case only should be added to one of the two categories.

[17] This activity contributes to compcat A as well as compcat F. The PhD researcher can always give a clear motivation why the activity in his/her case only should be added to one of the two categories.

[18] Research stays (not collection of samples): points will be given per workday. A research stay only counts if active participation in a research group is proven (include short explanation on what the research stay entailed).

[19] This course is mandatory for PhD researchers starting as of the academic year 2022-2023..

2. Education and (acad.) service	Membership board or commission	0,5p/year/board	e.g. editorial board, faculty/Departmental Board, VABAP, etc.
2. Education and (acad.) service	Member Faculty peer review committee docop	0,5p/year	
2. Education and (acad.) service	Formal mentorship [20]	0,5p/year	
2. Education and (acad.) service	Ombudsperson	1p/year	
COMPETENCE CATEGORY C. Research Management			
1. Courses and career development	Cursus	0,1p/hour	E.g. Project Management, Word, Mindmapping
2. Education and (acad.) service	Supervision bachelor thesis [21]	1p/bachelor thesis	In case of work in group: counts per thesis, not per student.
2. Education and (acad.) service	Supervision master thesis [22]	2p/master thesis	In case of work in group: counts per thesis, not per student.
2. Education and (acad.) service	Supervision Erasmus mundus or ASO-project	TBD by PR based on details (allocated time, etc.)	
2. Education and (acad.) service	Supervision research internship (individual project/lab internship)	1p/internship	
5. Project prop. & recognitions	(co)write project proposal (incl. personal mandates)[23]	0,5p	

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[20] A proof of the Departmental Board or education committee is necessary.

[21] The name of the PhD researcher needs to be mentioned as supervisor on the cover.

[22] The name of the PhD researcher needs to be mentioned as supervisor on the cover.

[23] Also counts if not successful. Only if it falls outside the scope of the PhD researcher's own research and if proof (e.g. statement of the supervisor) is submitted that the PhD researcher – and not the supervisor or research unit – personally authored the proposal. The award of scholarships after a successful project proposal may not be submitted again separately.

4. (Academic) Communication	Member of organising committee of scientific activity[24]	2p	
COMPETENCE CATEGORY D. Personal effectiveness [25]			
1. Courses and career development	Course	0,1p/hour	E.g. Time Management, Achieving your goals
3. Publications and prod. /real.	Publication (peer-reviewed) - 1st or 2nd author (or equivalent) - other author	3p 1p	
3. Publications and prod. /real.	Scientific publication, not peer-reviewed	1p	
3. Publications and prod. /real.	Publication for broader audience in magazine/book/digital, not peer-reviewed	1p	
3. Publications and prod. /real.	Publication in book	3p	
5. Project prop. & recognitions	Patent application	1p	PhD student is co-inventor
COMPETENCE CATEGORY E. Communication skills [26]			
1. Courses and career development	Course	0,1p/hour	I.a. Presentation skills, PowerPoint, Speedreading, Webdesign, Writing proposals, Coaching writing skills, language education[27]
2. Education and (acad.) service	Teaching in higher education [28]	0,2p/contact hour	

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[24] If the PhD researcher organised a conference and e.g. developed the website as well, organisation and development may be submitted as separate activities.
[25] Publications can only be counted after they have been accepted (confirmation from editor or copy of publication). The number of credits awarded depends upon the author's contribution to the publication.
[26] For presentations points can only be given if the PhD research was presenting author him-/herself.
[27] Language must be relevant to research, include motivation.
[28] The presentation of a candidate's own research during a lecture at the request of the course unit coordinator can also be counted.

2. Education and (acad.) service	Supervision of seminars and exercises	0,1p/contact hour	
4. (Academic) Communication	Oral presentation at conference/symposium /workshop (both international and in Belgium)	3p	
4. (Academic) Communication	Poster presentation at conference/symposium /workshop (both international and in Belgium)	1p	
4. (Academic) Communication	Presentation promoting science (incl. companies)	1p	
2. Education and (acad.) service	Teaching in company/for broader audience	0.2p/contact hour	
4. (Academic) Communication	Panel discussion	1p	
4. (Academic) Communication	Presentation at internal (UA) research day	0,5p	
2. Education and (acad.) service	Informant at recruiting activity (Info day, Sid-In,…)	0,2p/half day	
COMPETENCE CATEGORY F. Networking and teamwork			
1. Courses and career development	Course	0,1p/hour	E.g. Leadership and Teamwork
1. Courses and career development	Attending a conference, workshop, symposium, summer school; winter school[29]	0,1p/day + 0,1p/day in compcat A	Max. 0,2p/day
1. Courses and career development	Attending UA research activity (Faculty Research day, ADS activity, departmental research day, seminar, ..)	0,1p/day + 0,1p/day in compcat A	Max. 0,2p/day
COMPETENCE CATEGORY G. Career management			
1. Courses and career development	Course	0,1p/hour	E.g. Job application techniques

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[29] This activity contributes to compcat A as well as compcat F. The PhD researcher can always give a clear motivation why the activity in his/her case only should be added to one of the two categories.

1. Courses and career development	Info session FWO for Postdoc	0,1p/hour	
1. Courses and career development	Attending career oriented event (job fair, …)	0,1p/activity	|
1. Courses and career development	Participating in activities Talent center UA	0,1p/activity	
1. Courses and career development	First aid course/fire extinguisher training	0,1p/hour	

Not counted:	- Data collection;
	- Course evacuation leader;
	- Jury/supervision of exams;
	- Start up a course;
	- Report research group;
	- Mention in acknowledgement thesis;
	- Being webmaster of a webpage;
	- Valid for publications:
	    o No abstracts of conferences etc. (points included in posters and presentations).
	    o No reports and applications.
	- Price for article/publication;
	- Interviews for broader audience;
	- Interviews national/Flemish/Walloon radio or written press;
	- Supervision interview research assignment;
	- Press conference project;
	- Valid for presentations:
	    o No presentations at meetings.
	    o Not valid without participation.
	- Meetings (these are not lectures or courses);
	- Stakeholder meetings;		

C. Tabel Chemistry Department

Type	Activity	Points	Remarks
COMPETENCE CATEGORY A. Research skills and techniques			
1. Courses and career development	Cursus	0,1p/hour	
1. Courses and career development	Attending a lecture or similar	0,1p/hour	
1. Courses and career development	Attending a conference, workshop, symposium, summer school, winter school, seminars[30]	0,1p/day + 0,1p/day in compcat F	Max. 0,2p/day
1. Courses and career development	Attending UA research activity (Faculty Research day, ADS activity, departmental research day, seminar, ..)[31]	0,1p/day + 0,1p/day in compcat F	Max. 0,2p/day
1. Courses and career development	Research residency[32]	0,1p/work day	
2. Education and (acad.) service	Jury membership (theses, project proposals, prices, ...)	0,1p/ thesis or project proposal or price	
3. Publications and prod. /real.	Review book/article; evaluation proposal; manuscript	0,2p/manuscript	
COMPETENCE CATEGORY B. Adaptation to research environment			
1. Courses and career development	Course	0,1p/hour	E.g. Innovation Management & Entrepreneurship
1. Courses and career development	'Mind the GAP' course (mandatory)[33]	1p	
2. Education and (acad.) service	Membership board or committee	0,5p/year/board	E.g. member editorial board, faculty/Departm

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[30] This activity contributes to compcat A as well as compcat F. The PhD researcher can always give a clear motivation why the activity in his/her case only should be added to one of the two categories.

[31] This activity contributes to compcat A as well as compcat F. The PhD researcher can always give a clear motivation why the activity in his/her case only should be added to one of the two categories.

[32] Research stays (not collection of samples): A research stay only counts if active participation in a research group is proven. With correct motivation points can be added also in compcat F.

[33] This course is mandatory for PhD researchers starting as of the academic year 2022-2023..

			ental Board, VABAP, etc.
2. Education and (acad.) service	Member Faculty peer review committee docop	0,5p/year	
2. Education and (acad.) service	Formal mentorship [34]	0,5p/year for mentorship	
2. Education and (acad.) service	Ombudsperson	1p/year	
COMPETENCE CATEGORY C. Research Management			
1. Courses and career development	Course	0,1p/hour	E.g. Project Management, Word, Mindmapping
2. Education and (acad.) service	Supervision bachelor thesis [35]	1p/ bachelor thesis	In case of work in group: counts per thesis, not per student.
2. Education and (acad.) service	Supervision master thesis [36]	2p/ master thesis	In case of work in group: counts per thesis, not per student.
2. Education and (acad.) service	Supervision Erasmus mundus or ASO-project	TBD by PRC based on details (allocated time,…)	
2. Education and (acad.) service	Supervision foreign employee (mentorship)	2p/ employee	
2. Education and (acad.) service	Supervision research internship	1p/ internship	
5. Project prop. & recognitions	(co)writing project proposal (incl. personal mandates)l[37]	0.5p	
4. (Academic) Communication	Member of organising committee of scientific activity	2p	

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[34] A proof of the Departmental Board or education committee is necessary. 0,5p kunnen ook voor de organisatie in compcat C ingegeven worden.

[35] The name of the PhD researcher needs to be mentioned as supervisor on the cover.

[36] The name of the PhD researcher needs to be mentioned as supervisor on the cover.

[37] Only counts if the project is accepted and if it falls outside the scope of the PhD researcher's own research and if proof (e.g. statement of the supervisor) is submitted that the PhD researcher – and not the supervisor or research unit – personally authored the proposal. The award of scholarships after a successful project proposal may not be submitted again separately.

4. (Academic) Communication	Formal mentorship [38] - organisation	0,5p/year	
COMPETENCE CATEGORY D. Personal effectiveness [39]			
1. Courses and career development	Course	0,1p/course	E.g. Time Management, Achieving your goals
3. Publications and prod. /real.	Publication, peer reviewed - 1st or 2nd author (or equivalent) - other author	 3p 1p	
3. Publications and prod. /real.	Publication for broader audience in magazine/book/digital (not peer reviewed)	1p	
3. Publications and prod. /real.	Publication in book	3p	
5. Project prop. & recognitions	Patent application	1p	PhD student is co-inventor
COMPETENCE CATEGORY E. Communication skills [40]			
1. Courses and career development	Course	0,1p/hour	I.a. Presentation skills, PowerPoint, speedreading, webdesign, writing proposals, coaching writing skills, language education[41]
2. Education and (acad.) service	Teaching in higher education [42]	0,2p/contact hour	
2. Education and (acad.) service	Supervision of seminars and exercises [43]	0,1p/contact hour	max. 3p/seminar in total
2. Education and (acad.) service	Teaching in company/for broader audience	0.2p/contact hour	

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[38] A proof of the Departmental Board or education committee is necessary. 0.5p can also be awarded for the mentorship in compcat B.

[39] Publications can only be counted after they have been accepted (confirmation from editor or copy of publication). The number of credits awarded depends upon the author's contribution to the publication.

[40] For presentations points can only be given if the PhD research was presenting author him-/herself.

[41] Language must be relevant to research, include motivation.

[42] The presentation of a candidate's own research during a lecture at the request of the course unit coordinator can also be counted.

[43] Correcting report internship: 1/3 of the points can be added (e.g. when 30 hours of internship (=3p) and additional 1p may be added for the correction of the reports).

4. (Academic) Communication	Oral presentation at conference/symposium/workshop (both international and in Belgium)	3p	
4. (Academic) Communication	Poster presentation at conference/symposium/workshop (both international and in Belgium)	1p	
4. (Academic) Communication	Presentation promoting science (incl. companies)	2p	
4. (Academic) Communication	Panel discussion	1p	
4. (Academic) Communication	Presentation at internal (UA) research day	0,5p	
2. Education and (acad.) service	Informant at recruitment activity (Info day, Sid-In,…)	0,2p/half day	
COMPETENCE CATEGORY F. Networking and teamwork			
1. Courses and career development	Course	0,1p/hour	E.g. Leadership, teamwork
1. Courses and career development	Attending conference, workshop, symposium, summer school; winter school[44]	0,1p/hour	
1. Courses and career development	Attending UA research activity (faculty research day, ADS activity, departmental research day, seminar, ..)	0,1p/day + 0,1p/day in compcat A	Max. 0,2p/day
COMPETENCE CATEGORY G. Career management			
1. Courses and career development	Course	0,1p/hour	E.g. Job application techniques, fire extinguisher training, first aid course
1. Courses and career development	Attending career oriented event (job fair, …)	0,1p/activity	

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[44] This activity contributes to compcat A as well as compcat F. The PhD researcher can always give a clear motivation why the activity in his/her case only should be added to one of the two categories.

1. Courses and career development	Participating in Talent center UA activities	0,1p/activity	

Not counted:	- Course for evacuation leader;
	- Jury/supervision of exams;
	- Start up a course;
	- Being webmaster of a webpage;
	- Valid for publications:
	   o No abstracts of conferences etc. (points included in posters and presentations).
	   o No reports and applications.
	- Price for article/publication;
	- Interviews for broader audience;
	- Interviews national/Flemish/Walloon radio or written press;
	- Supervision interview research assignment;
	- Press conference project;
	- Valid for presentations:
	   o No presentations at meetings.
	   o Not valid without participation.
	- Meetings (these are not lectures or courses);
	- Stakeholder meetings.		

D. Table Physics Department

Type	Activity	Points	Remarks
COMPETENCE CATEGORY A. Research skills and techniques			
1. Courses and career development	Course	0,1p/hour	
1. Courses and career development	Attending a lecture or similar	0,1p/hour	
1. Courses and career development	Attending conference, workshop, symposium, summer school, winter school, seminars[45]	0,1p/day + 0,1p/day in compcat F	Max. 0,2p/day
1. Courses and career development	Attending UA research activity (faculty research day, ADS activity, departmental research day, seminar, ..)[46]	0,1p/day + 0,1p/day in compcat F	Max. 0,2p/day
1. Courses and career development	Research residency [47]	0,1p/workday	Max. 3p/activity
2. Education and (acad.) service	Jury membership (theses, project proposals, prices, ...)	0,1p/ thesis of project proposal or price	
3. Publications and prod. /real.	Review book/article; evaluation proposal; manuscript	0,2p/manuscript	
COMPETENCE CATEGORY B. Adaptation to research environment			
1. Courses and career development	Course	0,1p/hour	E.g. Innovation Management & Entrepreneur-ship
1. Courses and career development	'Mind the GAP' course (mandatory)[48]	1p	
2. Education and (acad.) service	Membership board or committee	0,5p/year/board	E.g. member editorial board, faculty/Departm

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[45] This activity contributes to compcat A as well as compcat F. The PhD researcher can always give a clear motivation why the activity in his/her case only should be added to one of the two categories.

[46] This activity contributes to compcat A as well as compcat F. The PhD researcher can always give a clear motivation why the activity in his/her case only should be added to one of the two categories.

[47]Research stays (not collection of samples): points will be given per workday. A research stay only counts if active participation in a research group is proven.

[48] This course is mandatory for PhD researchers starting as of the academic year 2022-2023.

			ental Board, , VABAP, etc.
2. Education and (acad.) service	Member Faculty peer review committee docop	0,5p/year	
2. Education and (acad.) service	Formal mentorship[49]	0,5p/year	
2. Education and (acad.) service	Ombudsperson	1p/year	
COMPETENCE CATEGORY C. Research Management			
1. Courses and career development	Course	0,1p/hour	E.g. Project Management, Word, Mindmapping
2. Education and (acad.) service	Supervision bachelor thesis[50]	1p/ bachelor thesis	In case of work in group: counts per thesis, not per student.
2. Education and (acad.) service	Supervision master thesis[51]	2p/ master thesis	In case of work in group: counts per thesis, not per student.
2. Education and (acad.) service	Supervision Erasmus mundus or ASO-project	TBD by PR based on details (allocated time,…)	
2. Education and (acad.) service	Supervision research internship	1p/internship	
5. Project prop. & recognitions	(co)writing project proposal (incl. personal mandates)[52]	0.5p	
4. (Academic) Communication	Member of organising committee of scientific activity[53]	0.2p/hour of activity duration	
COMPETENCE CATEGORY D. Personal effectiveness[54]			

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[49] A proof of the Departmental Board or education committee is necessary.

[50] The name of the PhD researcher needs to be mentioned as supervisor on the cover.

[51] The name of the PhD researcher needs to be mentioned as supervisor on the cover.

[52] Only counts if the project is accepted and if it falls outside the scope of the PhD researcher's own research and if proof (e.g. statement of the supervisor) is submitted that the PhD researcher – and not the supervisor or research unit – personally authored the proposal. The award of scholarships after a successful project proposal may not be submitted again separately.

[53] If the PhD researcher organised a conference and e.g. developed the website as well, organisation and development may be submitted as separate activities.

[54] Publications can only be counted after they have been accepted (confirmation from editor or copy of publication). The number of credits awarded depends upon the author's contribution to the publication.

1. Courses and career development	Course	0,1p/hour	E.g. Time Management, Achieving your goals
3. Publications and prod. /real.	Publication (peer reviewed) - 1st or 2nd author (or equivalent) - other author	 3p 1p	Incl. reviewed conference paper
3. Publications and prod. /real.	Scientific publication, not peer reviewed	1p	
3. Publications and prod. /real.	Publication for broader audience in magazine/book/digital, not peer reviewed	1p	
3. Publications and prod. /real.	Publication in book	3p	
5. Project prop. & recognitions	Patent application	1p	PhD student is co-inventor
COMPETENCE CATEGORY E. Communication skills[55]			
1. Courses and career development	Cursus	0,1p/hour	I.a. Presentation skills, PowerPoint, speedreading, webdesign, writing proposals, coaching writing skills, language education[56]
2. Education and (acad.) service	Teaching in higher education[57]	0,2p/contact hour	
2. Education and (acad.) service	Supervision of seminars and exercises	0,1p/contact hour	
2. Education and (acad.) service	Informant at recruitment activity (Info day, Sid-In,…)	0,2p/half day	
4. (Academic) Communication	Oral presentation at conference/symposium/works	3p	

[55] For presentations points can only be given if the PhD research was presenting author him-/herself.

[56] Language must be relevant to research, include motivation.

[57] The presentation of a candidate's own research during a lecture at the request of the course unit coordinator can also be counted.

	hop (both international and in Belgium)		
4. (Academic) Communication	Poster presentation at conference/symposium/workshop (both international and in Belgium)	1p	
4. (Academic) Communication	Presentation promoting science (incl. companies)	0.5p	
2. Education and (acad.) service	Teaching in company/broader audience	0.2p/contact hour	
4. (Academic) Communication	Panel discussion	1p	
4. (Academic) Communication	Presentation at internal (UA) research day	0,5p	
2. Education and (acad.) service	Informant at recruitment activity (Info day, Sid-In,…)	0,2p/half day	
COMPETENCE CATEGORY F. Networking and teamwork			
1. Courses and career development	Course	0,1p/hour	E.g. Leadership, teamwork
1. Courses and career development	Attending conference, workshop, symposium, summer school, winter school[58]	0,1p/uur	
1. Courses and career development	Attending UA research activity (faculty research day, ADS activity, departmental research day, seminar, ..)	0,1p/day + 0,1p/day in compcat A	Max. 0,2p/day
COMPETENCE CATEGORY G. Career management			
1. Courses and career development	Course	0,1p/hour	E.g. Job application techniques
1. Courses and career development	Attending career oriented event (job fair, ...)	0,1p/activity	
1. Courses and career development	Participating in Talent center UA activities	0,1p/activity	

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[58] This activity contributes to compcat A as well as compcat F. The PhD researcher can always give a clear motivation why the activity in his/her case only should be added to one of the two categories.

Not counted	- Course for evacuation leader;
	- Jury/supervision of exams;
	- Start up a course;
	- Being webmaster of a webpage;
	- Valid for publications:
	    o No abstracts of conferences etc. (points included in posters and presentations).
	    o No reports and applications.
	- Price for article/publication;
	- Interviews for broader audience;
	- Interviews national/Flemish/Walloon radio or written press;
	- Supervision interview research assignment;
	- Press conference project;
	- Valid for presentations:
	    o Not valid without participation.
	- Meetings (these are not lectures or courses);
	- Stakeholder meetings;
	- Info sessions (Doctoral day, FWO scholarships, etc.).

E. Table Computer Science department

Type	Activity	Points	Remarks
COMPETENCE CATEGORY A. Research skills and techniques			
1. Courses and career development	Course	0,1p/hour	Max. 5p/course
1. Courses and career development	Attending a lecture or similar[59]	0,1p/hour	
1. Courses and career development	Attending conference, workshop, symposium, summer school, winter school, seminars[60]	0,1p/day + 0,1p/day in compcat F	Max. 0,2p/day
1. Courses and career development	Attending UA research activity (faculty research day, ADS activity, departmental research day, seminar, ..)	0,1p/day + 0,1p/day in compcat F	Max. 0,2p/day
1. Courses and career development	Research residency[61]	0,1p/workday	
2. Education and (acad.) service	Jury membership (theses, project proposals, prices, ...)	0,1p/ thesis or project proposal or price	
3. Publications and prod. /real.	Review: - book/article; manuscript evaluation - research proposal;	0,1p/ article 1p/ research proposal	
COMPETENCE CATEGORY B. Adaptation to research environment			
1. Courses and career development	Course	0,1p/hour	Max. 5p/course; E.g. Innovation Management & Entrepreneur-ship
1. Courses and career development	'Mind the GAP' course (mandatory)[62]	1p	
2. Education and (acad.) service	Membership board or committee	0,5p/year/board	E.g. member editorial board,

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[59] E.g. attending a PhD defence.
[60] This activity contributes to compcat A as well as compcat F. The PhD researcher can always give a clear motivation why the activity in his/her case only should be added to one of the two categories.
[61]Research stays (not collection of samples): A research stay only counts if active participation in a research group is proven.
[62] This course is mandatory for PhD researchers starting as of the academic year 2022-2023.

			faculty/Departmental Board, VABAP, etc.
2. Education and (acad.) service	Member Faculty peer review committee docop	0.5p/year	
2. Education and (acad.) service	Formal mentorship[63]	0,5p/year	
2. Education and (acad.) service	Ombudsperson	1p/year	
COMPETENCE CATEGORY C. Research Management			
1. Courses and career development	Course	0,1p/hour	Max. 5p/course; E.g. Project Management, Word, Mindmapping
2. Education and (acad.) service	Supervision bachelor thesis[64]	1p/ bachelor thesis	In case of work in group: counts per thesis, not per student.
2. Education and (acad.) service	Supervision master thesis[65]	2p/ master thesis	In case of work in group: counts per thesis, not per student.
2. Education and (acad.) service	Supervision Erasmus mundus or ASO-project	TBD by PR based on details (allocated time, …)	
2. Education and (acad.) service	Supervision research internship	1p/internship	
5. Project prop. & recognitions	(co)writing project proposal (incl. personal mandates)[66]	0.5p	
4. (Academic) Communication	Member of organising committee of scientific activity[67]	2p	

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[63] A proof of the Departmental Board or education committee is necessary.

[64] The name of the PhD researcher needs to be mentioned as supervisor on the cover.

[65] The name of the PhD researcher needs to be mentioned as supervisor on the cover.

[66] Only counts if the project is accepted and if it falls outside the scope of the PhD researcher's own research and if proof (e.g. statement of the supervisor) is submitted that the PhD researcher – and not the supervisor or research unit – personally authored the proposal. The award of scholarships after a successful project proposal may not be submitted again separately.

[67] If the PhD researcher organised a conference and e.g. developed the website as well, organisation and development may be submitted as separate activities.

COMPETENCE CATEGORY D. Personal effectiveness[68]			
1. Courses and career development	Course	0,1p/hour	Max. 5p/course; e.g. Time Management, Achieving your goals
3. Publications and prod. /real.	Publication (peer reviewed) - 1st or 2nd author (or equivalent) - other author	 3p 1p	
3. Publications and prod. /real.	Scientific publication, not peer reviewed	1p	
3. Publications and prod. /real.	Publication for broader audience in magazine/book/digital, not peer reviewed[69]	1p	
3. Publications and prod. /real.	Publication in book	3p	
5. Project prop. & recognitions	Patent application	1p	PhD student is co-inventor
COMPETENCE CATEGORY E. Communication skills[70]			
1. Courses and career development	Course	0,1p/hour	I.a. Presentation skills, PowerPoint, speedreading, webdesign, writing proposals, coaching writing skills, language education[71] Max. 5p/course
2. Education and (acad.) service	Teaching in higher education[72]	0,2p/contact hour	
2. Education and (acad.) service	Supervision of seminars and exercises	0,1p/contact hour	
4. (Academic) Communication	Oral presentation at conference/symposium/works	3p	

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[68] Publications can only be counted after they have been accepted (confirmation from editor or copy of publication). The number of credits awarded depends upon the author's contribution to the publication.

[69] Counts only once it is published; no blog posts.

[70] For presentations points can only be given if the PhD research was presenting author him-/herself.

[71] Language must be relevant to research, include motivation.

[72] The presentation of a candidate's own research during a lecture at the request of the course unit coordinator can also be counted.

	hop (both international and in Belgium)		
4. (Academic) Communication	Poster presentation at conference/symposium/workshop (both international and in Belgium)	1p	
4. (Academic) Communication	Presentation promoting science (incl. companies)	1p	
2. Education and (acad.) service	Teaching in company/broader audience	0,2p/contact hour	
4. (Academic) Communication	Panel discussion	1p	
4. (Academic) Communication	Presentation at internal (UA) research day	0,5p	
2. Education and (acad.) service	Informant at recruitment activity (Info day, Sid-In,…)	0,2p/half day	
COMPETENCE CATEGORY F. Networking and teamwork			
1. Courses and career development	Course	0,1p/hour	Max. 5p/course; E.g. Leadership, teamwork
1. Courses and career development	Attending conference, workshop, symposium, summer school, winter school[73]	0,1p/day + 0,1p/day in compcat A	0,2p/day
1. Courses and career development	Attending UA research activity (faculty research day, ADS activity, departmental research day, seminar, ..)[74]	0,1p/day + 0,1p/day in compcat A	Max. 0,2p/day
COMPETENCE CATEGORY G. Career management			
1. Courses and career development	Cursus	0,1p/hour	E.g. Job application techniques
1. Courses and career development	Attending career oriented event (job fair, ...)	0,1p/activity	

[73] This activity contributes to compcat A as well as compcat F. The PhD researcher can always give a clear motivation why the activity in his/her case only should be added to one of the two categories.

[74] This activity contributes to compcat A as well as compcat F. The PhD researcher can always give a clear motivation why the activity in his/her case only should be added to one of the two categories.

1. Courses and career development	Participating in Talent center UA activities	0,1p/activity	

Not counted:	- Course for evacuation leader;
	- First aid course
	- Jury/supervision of exams;
	- Start up a course;
	- Being webmaster of a webpage;
	- Valid for publications:
	    o No abstracts of conferences etc. (points included in posters and presentations).
	    o No reports and applications.
	- Price for article/publication;
	- Interviews for broader audience;
	- Participating in/organising a podcast;
	- Interviews national/Flemish/Walloon radio or written press;
	- Supervision interview research assignment;
	- Press conference project;
	- Valid for presentations:
	    o No presentations at meetings.
	    o Not valid without participation.
	- Meetings (these are not lectures or courses);
	- Stakeholder meetings;
	- Attending internal seminar.		

F. Table Mathematics Department

Type	Activity	Points	Remarks
COMPETENCE CATEGORY A. Research skills and techniques			
1. Courses and career development	Course	0,1p/hour (0,5p/ECTS)	
1. Courses and career development	Attending a lecture or similar	0,1p/hour	
1. Courses and career development	Attending conference, workshop, symposium, summer school, winter school, seminars [75]	0,1p/day + 0,1p/day in compcat F	Max. 0,2p/day
1. Courses and career development	Attending UA research activity (faculty research day, ADS activity, departmental research day, seminar, ..)[76]	0,1p/day + 0,1p/day in compcat F	Max. 0,2p/day
1. Courses and career development	Research residency[77]	0,1p/workday	
2. Education and (acad.) service	Jury membership (theses, project proposals, prices, ...)	0,1p/ thesis of project proposal or price	
3. Publications and prod. /real.	Review book/article; evaluation proposal; manuscript	0,2p/manuscript	
COMPETENCE CATEGORY B. Adaptation to research environment			
1. Courses and career development	Course	0,1p/hour (0,5p/ECTS)	E.g. Innovation Management & Entrepreneurship
1. Courses and career development	'Mind the GAP' course (mandatory)[78]	1p	
2. Education and (acad.) service	Membership board or committee	0,5p/year/board	E.g. member editorial board, faculty/Departm

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[75] This activity contributes to compcat A as well as compcat F. The PhD researcher can always give a clear motivation why the activity in his/her case only should be added to one of the two categories.

[76] This activity contributes to compcat A as well as compcat F. The PhD researcher can always give a clear motivation why the activity in his/her case only should be added to one of the two categories.

[77] Research stays (not collection of samples): A research stay only counts if active participation in a research group is proven.

[78] This course is mandatory for PhD researchers starting as of the academic year 2022-2023..

			ental Board, VABAP, etc.
2. Education and (acad.) service	Formal mentorship[79]	0,5p/year	
2. Education and (acad.) service	Ombudsperson	1p/year	
COMPETENCE CATEGORY C. Research Management			
1. Courses and career development	Course	0,1p/hour (0,5p/ECTS)	E.g. Project Management, Word, Mindmapping
2. Education and (acad.) service	Supervision bachelor thesis[80]	1p/ bachelor thesis	In case of work in group: counts per thesis, not per student.
2. Education and (acad.) service	Supervision master thesis[81]	2p/ master thesis	In case of work in group: counts per thesis, not per student.
2. Education and (acad.) service	Supervision Erasmus mundus or ASO-project	TBD by PR based on details (allocated time, ...)	
2. Education and (acad.) service	Supervision research internship	1p/ internship	
5. Project prop. & recognitions	(co)writing project proposal (incl. personal mandates)[82]	0.5p	
4. (Academic) Communication	Member of organising committee of scientific activity[83]	2p	
COMPETENCE CATEGORY D. Personal effectiveness[84]			

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[79] A proof of the Departmental Board or education committee is necessary.

[80] The name of the PhD researcher needs to be mentioned as supervisor on the cover.

[81] The name of the PhD researcher needs to be mentioned as supervisor on the cover.

[82] Only counts if the project is accepted and if it falls outside the scope of the PhD researcher's own research and if proof (e.g. statement of the supervisor) is submitted that the PhD researcher – and not the supervisor or research unit – personally authored the proposal. The award of scholarships after a successful project proposal may not be submitted again separately.

[83] If the PhD researcher organised a conference and e.g. developed the website as well, organisation and development may be submitted as separate activities.

[84] Publications can only be counted after they have been accepted (confirmation from editor or copy of publication). The number of credits awarded depends upon the author's contribution to the publication.

1. Courses and career development	Course	0,1p/hour (0,5p/ECTS)	E.g. Time Management, Achieving your goals
3. Publications and prod. /real.	Publication (peerreviewed) - 1st or 2nd author (or equivalent) - other author	 3p 3p	
3. Publications and prod. /real.	Scientific publication, not peer reviewed	1p	
3. Publications and prod. /real.	Publication for broader audience in magazine/book/digital, not peer reviewed	1p	
3. Publications and prod. /real.	Publication in book	3p	
5. Project prop. & recognitions	Patent application	1p	PhD student is co-inventor
COMPETENCE CATEGORY E. Communication skills[85]			
1. Courses and career development	Course	0,1p/hour (0,5p/ECTS)	I.a. Presentation skills, PowerPoint, speedreading, webdesign, writing proposals, coaching writing skills, language education[86]
2. Education and (acad.) service	Teaching in higher education[87]	0,2p/contact hour	
2. Education and (acad.) service	Supervision of seminars and exercises[88]	0,1p/contact hour	
4. (Academic) Communication	Oral presentation at conference/symposium /workshop/seminar (both international and in Belgium)	3p	Incl. lecture during research seminar own department
4. (Academic) Communication	Poster presentation at conference/symposium/work	1p	

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[85] For presentations points can only be given if the PhD research was presenting author him-/herself.
[86] Language must be relevant to research, include motivation.
[87] The presentation of a candidate's own research during a lecture at the request of the course unit coordinator can also be counted. Fill in other points for Imaginary & 'Wiskunde in zicht' here: 0,1p/hour; other half under 'organisation'.
[88] Also: teaching broader audience (e.g. school).

	shop (both international and in Belgium)		
4. (Academic) Communication	Presentation promoting science (incl. companies)	1p	
2. Education and (acad.) service	Teaching in company/broader audience	0.2p/contact hour	
4. (Academic) Communication	Panel discussion	1p	
4. (Academic) Communication	Presentation at internal (UA) research day	0,5p	
2. Education and (acad.) service	Informant at recruitment activity (Info day, Sid-In,…)	0,2p/half day	
COMPETENCE CATEGORY F. Networking and teamwork			
1. Courses and career development	Course	0,1p/hour (0,5p/ECTS)	E.g. Leadership, teamwork
1. Courses and career development	Attending conference[89]	0,1p/day + 0,1p/day in compcat A	Max. 0,2p/day
1. Courses and career development	Attending UA research activity (faculty research day, ADS activity, departmental research day, seminar, ..)[90]	0,1p/day + 0,1p/day in compcat A	Max. 0,2p/day
COMPETENCE CATEGORY G. Career management			
1. Courses and career development	Course	0,1p/hour (0,5p/ECTS)	E.g. Job application techniques
1. Courses and career development	Attending career oriented event (job fair, …)	0,1p/activity	
1. Courses and career development	Participating in Talent center UA activities	0,1p/activity	
Not counted:	- Course for evacuation leader; - First aid course - Jury/supervision of exams; - Start up a course; - Attending coding events;		

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[89] This activity contributes to compcat A as well as compcat F. The PhD researcher can always give a clear motivation why the activity in his/her case only should be added to one of the two categories.
[90] This activity contributes to compcat A as well as compcat F. The PhD researcher can always give a clear motivation why the activity in his/her case only should be added to one of the two categories.

	- Being webmaster of a webpage;
	- Valid for publications:
	    o No abstracts of conferences etc. (points included in posters and presentations).
	    o No reports and applications.
	- Price for article/publication;
	- Interviews for broader audience;
	- Interviews national/Flemish/Walloon radio or written press;
	- Supervision interview research assignment;
	- Press conference project;
	- Valid for presentations:
	    o No presentations at meetings.
	    o Not valid without participation.
	- Meetings (these are not lectures or courses);
	- Stakeholder meetings.