

Competence categories	Activity	Credits per activity	Maximum
A. Research skills and techniques	Postgraduate and other doctoral study programmes ²	0.1 per contact hour (or 1.5 per annual hour = 0.5 per ECTS)	
	Summer school	3 per week	
	Research residency at another institution (in the student's own country or abroad) lasting at least one month	3 per month (credits should be divided: 1.5 in comp. A + 1.5 in comp. F)	
	Attending a lecture	0.1 per hour	
	Reviewer of manuscript	0.1 per manuscript	
	Attending a faculty (PhD) research day	0.5	
B. Adaptation to the research environment	Taking a course ³	0.1 per contact hour	
	Membership of a board	<ul style="list-style-type: none"> • board that meets frequently (at least 5 times a year): 0.5 per year • board that doesn't meet frequently (fewer than 5 times a year): 0.1 per year 	
	Chair or secretary in a board	0.5 per year	
	Editor of a book or thematic issue of a journal (with or without peer review)	2 per book or issue	
	Participating in or completing project proposals (research project, individual PhD grant,...) ⁴	Number of credits should be motivated for the peer review committee	1
	Helping to supervise a course	0.5 per course hour	
	Thorough revision of a chapter of a coursebook	1 per chapter	
	Review published in an academic journal	0.1 per article review 0.2 per book review	

² As a rule language courses can only be accepted in competence category E, but when they are crucial for the PhD research (e.g. course on academic English, course Dutch for international PhD students (who don't speak Dutch and work in Flanders) or another language that is necessary for conducting the PhD (e.g. for an international comparison for which certain language skills are required), they can be accepted in competence category A as well.

³ E.g. course on innovation management & entrepreneurship

⁴ This includes grant applications. The PhD student must prove that he/she has substantially contributed to the proposal.

C. Research management	Taking a course ⁵	0.1 per contact hour	
	Supervising a Master dissertation ⁶	0.5 per Master dissertation	
	Organising or helping to organise an academic conference lasting at least one day	0.5 per day	1 per conference
	Correcting papers / exams	0.1 per hour	3
	Organising seminar series ⁷	0,5 (series = min. 4 sessions of 1,5 hour)	
	Student coaching	0,5 per year	
D. Personal efficiency	Taking a course ⁸	0.1 per contact hour	
	Article in a refereed academic journal, reader or series ⁹	3 per published article	
	Author or co-author of a refereed book	3 per book	
	Receiving a prize	0.2 per prize	
	Article in a non-refereed journal, reader or series ¹⁰	0.5 per published article	
E. Communication skills	Taking a course ¹¹ (including language courses)	0.1 per contact hour	
	Giving a guest lecture	0.5 per hour of lecturing	
	supervising a seminar, student research or practical course	0.1 per contact hour	3 per semester
	Giving an academic presentation at a conference after acceptance of an abstract or paper (poster or paper presentation)	1.5 per (poster)presentation	
	Giving a doctoral seminar ¹²	1 per seminar	
	Research report ¹³	0.5 per report	
	Presentation for a wider audience ¹⁴	0.5 per presentation	
	Construction or maintenance of an academic website	0.5	

⁵ E.g. course on project management, Word, mindmapping

⁶ A valid supporting document is either the cover of the Master dissertation, on which the PhD student is mentioned as a supervisor, or a written confirmation by the (main) supervisor.

⁷ Also for own research group

⁸ E.g. course on time management, achieving your goals

⁹ If an article was published in several languages, the article concerned can only be awarded credits once.

¹⁰ This includes proceedingspapers (as co-author).

¹¹ E.g. course on giving presentations, (academic) writing, communication, Powerpoint, speed reading, webdesign, writing proposals, writing coaching

¹² This does not include: an internal defence or a presentation for the own research group.

¹³ This includes research reports without ISBN. ISBN is not a criterion for the classification as a research report.

¹⁴ Including a presentation during the doctoral day

	Interview or panel discussion for a wider audience ¹⁵	0.1 per interview or panel discussion	
F. Networking and teamwork	Taking a course ¹⁶	0.1 per contact hour	
	Attending a conference, serving as an opponent or discussant at an academic meeting ^{17 18}	0.5 per conference	
	Research residency at another institution (in the student's own country or abroad) lasting at least one month	3 per month (credits should be divided: 1.5 in comp. A + 1.5 in comp. F)	
G. Career management	Taking a course ¹⁹ (workrelated)	0.1 per contact hour	
		Semester programme for starting assistant = 6	
	Internship or professional experience in a non-academic environment	3 per month	3
	Attending a career-oriented event	0.1 per hour	
No credits for:	<ul style="list-style-type: none"> • ADS Doctoral day except for the substantive lecture (0.1 per hour); • Meetings with the Individual PhD commission (IPC); • Presentation for the own research group 		

2. Explanation of the activity table

1. Research skills and techniques

The first competence category contains different types of activity which are related to learning research skills and techniques. First, there are summer schools. These are courses of one or more weeks which introduce certain methods or techniques. Secondly, PhD students can follow postgraduate courses and training sessions or lectures in Belgium or abroad as part of their PhD activities. Moreover, PhD students can do research residencies in Belgium or abroad, during which they spend at least one month at a university or research institute where research is performed in the same field as the own PhD topic. The location is determined in consultation with the supervisor. For each research residency, half of the credits are awarded to competence category A (research skills and techniques) and half to the competence category F (networking and teamwork). Lastly, PhD students can review manuscripts or attend a faculty research day.

¹⁵ This includes a press conference.

¹⁶ E.g. course on leadership and teamwork

¹⁷ Credits for attending a conference are awarded per conference, not per day.

¹⁸ This includes serving as an opponent or discussant at a conference or a doctoral seminar.

¹⁹ E.g. course on solicitation techniques

2. Adaptation to the research environment

The second category covers all activities which allow PhD students to demonstrate their integration into the broad research and work environment. These activities include supporting research and teaching in the student's own institution (e.g. supervising a course component or Master dissertation, reworking a coursebook, being a member on a board) as well as supporting scientific research in general (editorial or reviewing work). With regard to involvement in boards, a distinction is drawn between membership of boards which do not meet frequently (fewer than five times a year) and membership of a board which meets frequently (at least five times a year). Also, other credits apply when the PhD students serves as the chair or secretary of a board.

3. Research management

With regard to the research management competence, the emphasis is on supervising or organising activities and projects. Activities may consist of supporting a group (seminar, student research or practical course), a master dissertation, or the organisation of an academic event. In the latter case, the number of credits awarded depends on the duration of the organized event.

4. Personal efficiency

Successfully completed academic work and initiatives are classified under personal efficiency. This category mainly covers the completion of academic contributions in the form of scientific publications. Contributions to refereed and non-refereed journals, readers or series and authorship or co-authorship of books may also be awarded credits in this category. No fundamental distinction is made based on the language in which the work is published. Only genuine authorship will be recognised, and not 'in cooperation with'. Publications can only be submitted when they have actually been accepted. Articles which have already been published must be included in the Universiteit Antwerpen's academic bibliography. Finally, prizes are also recognised (e.g. for presentations or academic papers).

5. Communication skills

This category covers a broad range of activities related mainly to academic and non-academic communication. This communication could take the form of an oral presentation (guest lecture, conference presentation, doctoral seminar or presentation for a wider audience) or a written piece (research report or construction of an academic website). Reports are generally research reports written for clients outside the Universiteit Antwerpen, with a limited readership. A doctoral seminar (or lunch seminar) involves PhD students presenting one or more aspects of their own research to colleagues and other interested parties, who provide them with comments and feedback. All PhD students give at least one doctoral seminar within the department during the first two years of their PhD.

6. Networking and teamwork

The competences in this category relate to the development of national and international networks. Activities which contribute to this include participation in scientific conferences or research residencies at other institutions. Acting as an opponent or discussant at a scientific meeting can also be seen as networking, provided this happens at an institute other than the Universiteit Antwerpen. Participating in an scientific conference and giving a presentation at the same conference can be reported as separate activities (in the relevant competence categories).

7. Career management

Depending on the PhD students' individual study pathways, career objectives can be identified, CVs geared towards these objectives and application/interview techniques acquired. ADS provides training and workshops aimed at honing these skills. In this framework the semester programmes for starting assistants will be recognised as well.

8. Antwerp Doctoral School (ADS) courses

PhD students can participate in the courses offered by ADS for credits in all categories (see table above). Each of these training courses aims to strengthen a specific competence, as specified on the ADS webpage describing the [courses on offer](#). These training courses are recognised as indicated in the overview shown on the ADS website or, if the number of credits is not shown, according to the number of contact hours (0.1 credit per contact hour). **ADS courses taken from the academic year 2015-2016 onwards, will be automatically added to the progress summary in SisA, so PhD students shouldn't add these courses manually to their annual progress report of the doctoral study programme.**