University of Antwerp

Doctoral education @UAntwerp: the doctoral study programme

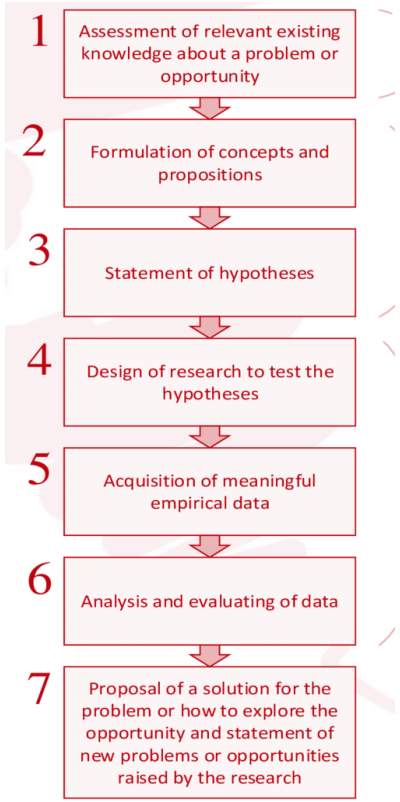
Dr Kristien Daems & Dr Stephan Missault

ADS Doctoral Day

16.03.2023

Doing a PhD at the University of Antwerp

Research



Supervisor(s) &

individual PhD commission (IPC)

Doctoral study programme

Antwerp Doctoral School & peer review commission

University of Antwerp

Competence profile

Based on the Joint Skills Statement (Vitae)

Competence profile | detail

A. Research skills and techniques

1. The ability to recognise and validate problems
2. Original, independent and critical thinking, and the ability to develop theoretical concepts
3. A knowledge of recent advances within one's field and in related areas
4. An understanding of relevant research methodologies and techniques and their appropriate application within one's research field
5. The ability to critically analyse and evaluate one's findings and those of others
6. An ability to summarise, document, report and reflect on progress

E. Communication skills

1. Write clearly and in a style appropriate to purpose, e.g. progress reports, published documents, thesis
2. Construct coherent arguments and articulate ideas clearly to a range of audiences, formally and informally through a variety of techniques
3. Constructively defend research outcomes at seminars and viva examination
4. Contribute to promoting the public understanding of one's research field
5. Effectively support the learning of others when involved in teaching, mentoring or demonstrating activities

Vision

Identify personal needs

Increasing self-awareness

Vision

Identify personal needs

Increasing self-awareness

Develop competences

Becoming a broadly trained professional

University of Antwerp

Vision

Identify personal needs

Increasing self-awareness

Learning to express the value of a PhD

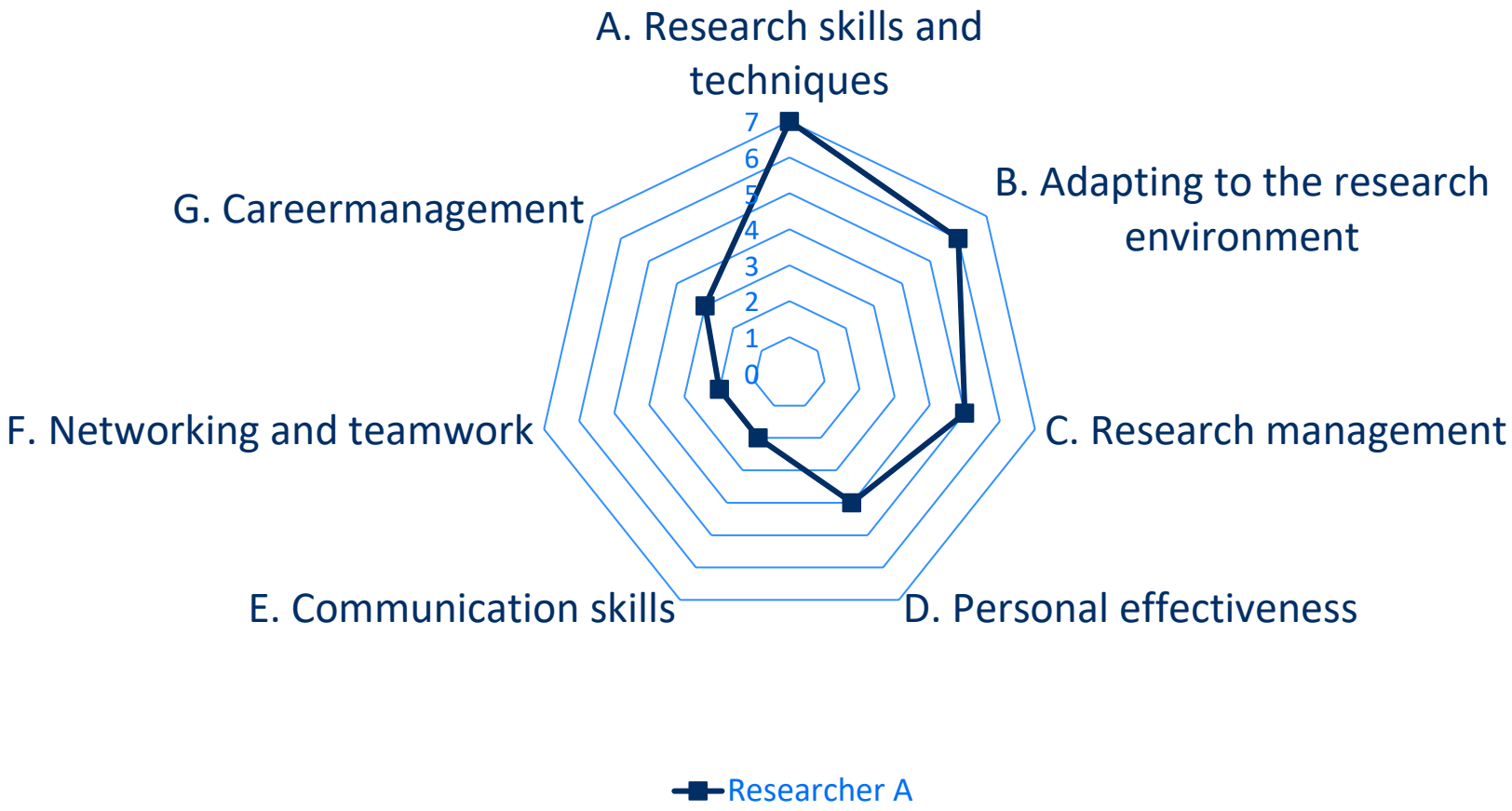
Link activities to competences and vice versa

Develop competences

Becoming a broadly trained professional

University of Antwerp

1. Identify training needs and set goals



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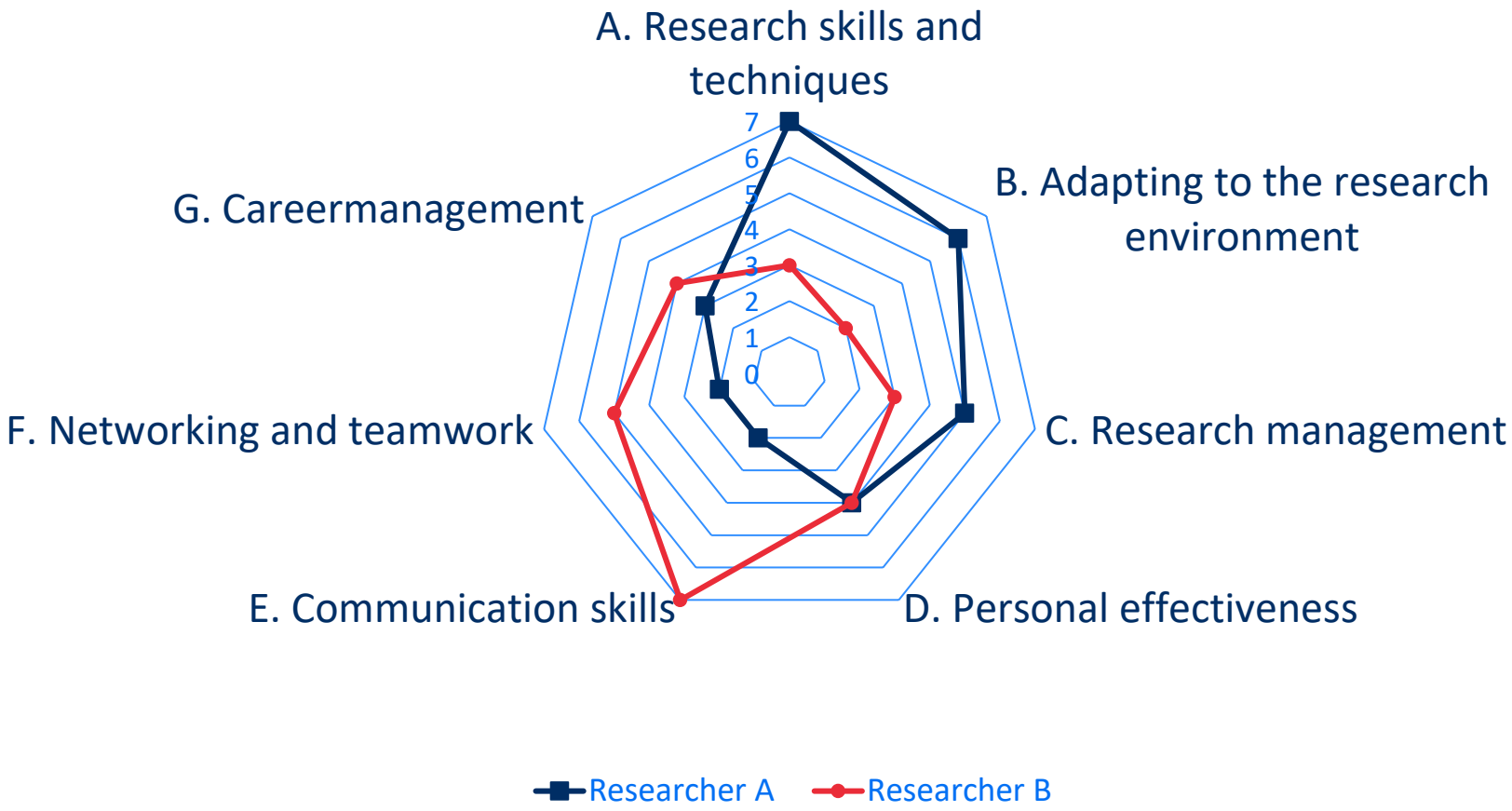

Parallel session 2 – Option 2.1:

"More insight into your competence profile: creating a personal development plan"

2. Develop competences

- **Learning by doing, e.g. writing a manuscript, giving presentations, going to a conference…**
- **Following a course from the Antwerp Doctoral School (“ADS course”)**
  - Courses relevant for all disciplines. Overview on the ADS website.
  - They are free of charge!
- **Following a course**
  - Offered by **other services of UAntwerp**: Dive-into-Business, language training Linguapolis…
  - Offered at an **interuniversity** level: FLAMES, f-Tales, From PhD to Job Market, VAIA…
  - Offered by **another university** or a **non-academic organisation** (if acknowledged by the Flemish Government)

!Educational credit! (up to €1500 per PhD researcher) → Check conditions and procedure on the ADS website

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More information in the session on associations, courses and initiatives

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More information in the session: *"All the practicalities to successfully conclude your doctoral study programme"*

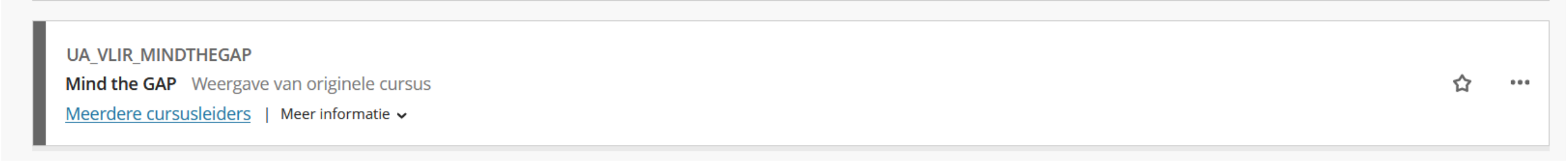
2. Develop competences

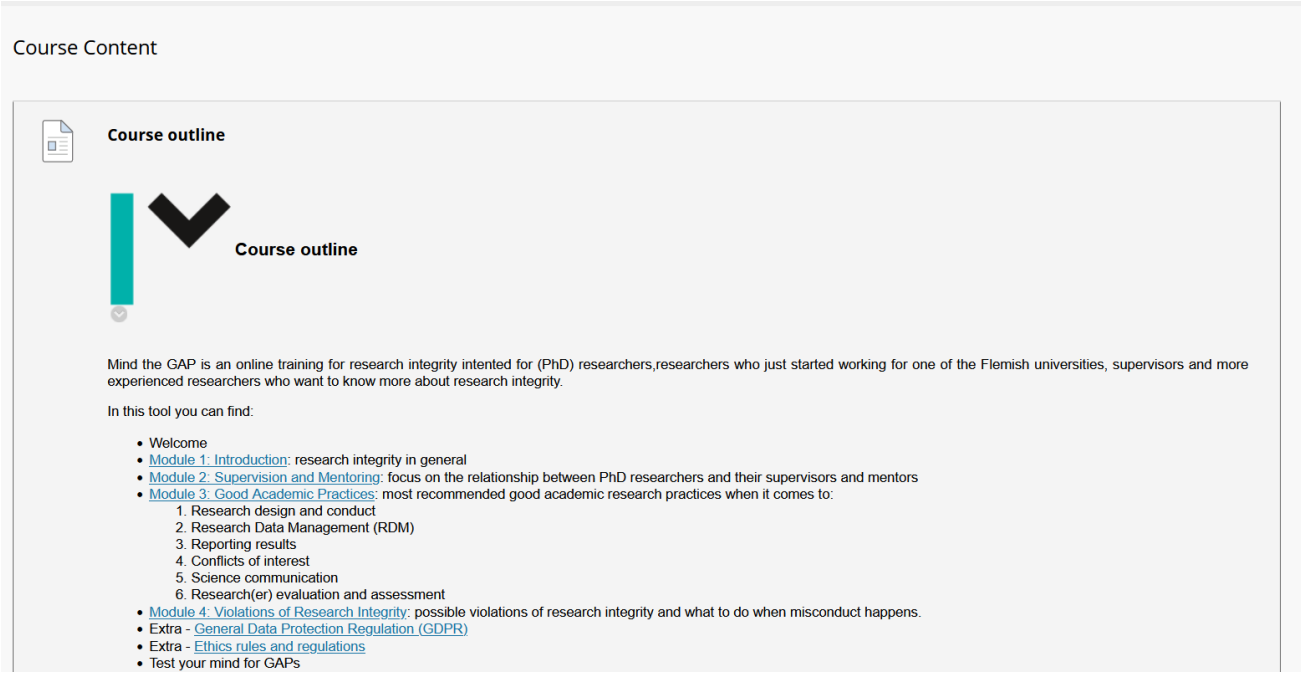
Photo by Bruno Figueiredo on Unsplash

- **Mind the GAP** (Good Academic Practices)
  - Compulsory training for starting PhD researchers!
- Interuniversity online training tool on **research integrity** available via **Blackboard**
- 4 basic modules + a final test
- You need to obtain a score of at least 80% to pass and obtain a certificate
- **! Make sure to add this activity to your annual progress report for the doctoral study programme + upload the certificate as a proof!**

Where to find the Mind the GAP course?

- **Mind the GAP (Good Academic Practices)**
- Online training tool on **research integrity** available via Blackboard > Courses > Scroll down the page to **Assorted data**





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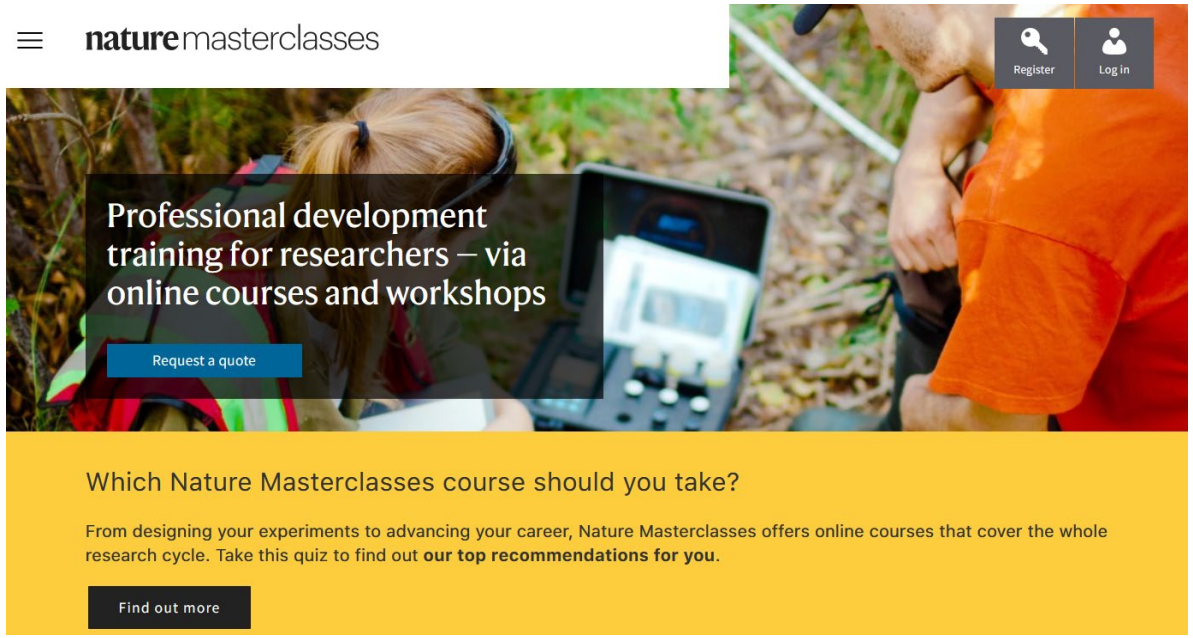
2. Develop competences

- **Nature Masterclasses**
- Since 2023 access for UAntwerp researchers
- Professional development training for researchers — via online courses and workshops
- Launch webinar in January 2023 – rewatch the webinar on the ADS website



2. Develop competences

- **Bottom-up initiatives to support young researchers**
  - Activities organised by individual researchers, a research group…
  - Possibility to obtain funding through “OJO call”: deadline is ca. mid November 2023

    5 categories

    1. Interuniversity initiatives
    2. Domain-specific trainings
    3. Career development initiatives
    4. International research visits
    5. Facultary initiatives

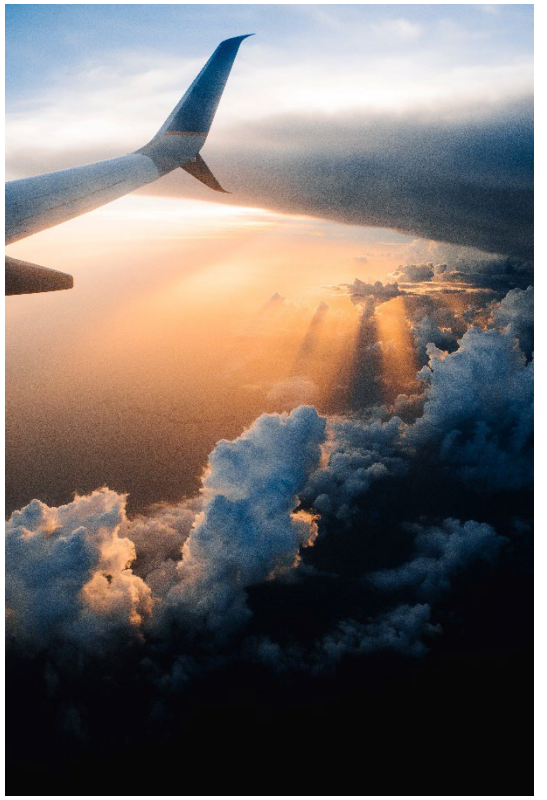
OJOcall@uantwerp.be

FWO funding for bottom-up initiatives

Research Foundation Flanders
Opening new horizons

- **For all PhD researchers**
- **International mobility: FWO travel grants**

  Apply at the latest 3 months before travelling!
  - Conference abroad
  - Workshop or course abroad
  - Short study visit abroad (max. 31 days)
  - Long stay abroad (> 31 days)
- **Organisation of a scientific conference in Belgium: co-funding grants**
  - Type I: big international reference conference in a specific scientific domain
  - Type II: international conference



https://www.fwo.be/en/fellowships-funding/international-mobility/

https://www.fwo.be/en/fellowships-funding/international-contacts/organisation-of-a-scientific-conference-in-belgium/

2. Develop competences: examples of activities

In order to know which activities can be accepted in your doctoral study programme and how many points can be awarded, consult your faculty PhD regulations.

A. Research Skills and Techniques	
1. The ability to recognise and validate problems. 2. Original, independent and critical thinking, and the ability to develop theoretical concepts. 3. A knowledge of recent advances within one's field and in related areas. 4. An understanding of relevant research methodologies and techniques and their appropriate application within one's research field. 5. The ability to critically analyse and evaluate one's findings and those of others. 6. An ability to summarise, document, report and reflect on progress.	
Examples of activities	* Act as a reviewer of manuscripts, articles, books,... * Evaluator or jury membership (e.g. bachelor's or master's thesis) * Take part in specialised summer school, research residencies at other institutions * Take part in a research day or artistic event
Courses offered by the Antwerp Doctoral School	* E-sources for social sciences and humanities (Dutch and English) * E-sources (for the exact sciences; for the (bio)medical sciences; for Law) (English) *Creative problem solving (English)
Courses and events offered by other departments of UAntwerp or other organisations	* Courses offered by StatUa * Courses offered by Flames * Courses offered by f-Tales * Systematic review Cochrane (Cebam)

More information

www.uantwerpen.be/doctoral-study-programme

www.uantwerpen.be/doctoraatsopleiding

!! Faculty PhD regulations and points table: allocation of points per activity

Example: faculty points table

Research skills and techniques

FSW –Additional Faculty Doctoral Regulations

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	

Networking and teamwork; Career management

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:	• 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		

3. Reflecting on activities

Which skills do you develop while supervising a master thesis?

3. Reflecting on activities

After your PhD, moving onto a next job (in or outside academia) will be easier if you:

- are self-aware of your strengths and weaknesses
- have a wide range of competences ("broad professional profile") and are aware of it
- are able to explain the added value of a PhD, especially in a non-academic environment
- are able to demonstrate the transferability of your skills (e.g. process management, working in a team…)

Practical

- Mandatory, but above all a unique opportunity!
- Yearly submission of progress report and evaluation by a peer review commission
- To complete the study programme
  - **Minimum number of points** must be obtained to make it an equal effort for all PhD researchers
  - Points must be obtained **in different categories** so you become a broadly trained professional!
  - You meet all requirements (e.g. max. points per category…) as laid out in the **faculty PhD regulations**

More information in the session: *"All the practicalities to successfully conclude your doctoral study programme"*

Charter for PhD researchers

- °CAO (Collective Labour Agreement) IV - Higher Education, 13 December 2013: "*In analogy with the European Charter for Researchers, the universities develop by the end of 2014 a general charter of the PhD researcher.*"
- **University of Antwerp: general PhD regulations** on obtaining the academic degree of doctor
- **Appendix 1: Charter for PhD researchers**
  - The charter for PhD researchers **prescribes common practice for all parties** involved in the PhD process
  - Involved parties: PhD researcher, supervisor(s), IPC, faculty PhD coordinator, ombudsperson, ADS…
  - The document complements the university's PhD regulations, the faculty PhD regulations, as well as the various staff regulations that may apply to PhD researchers
  - The commitments expressed in the charter are **not legally binding**

Charter for PhD researchers

- The charter can serve as
  - a tool to shape the **supervisor-PhD researcher relationship**. The charter is preferably discussed at the start of the PhD.
  - a point of reference for all parties involved in case **problems arise** in the collaborative relationship as well as in the process of **remediation or conflict resolution**.

Charter for PhD researchers

PhD researcher

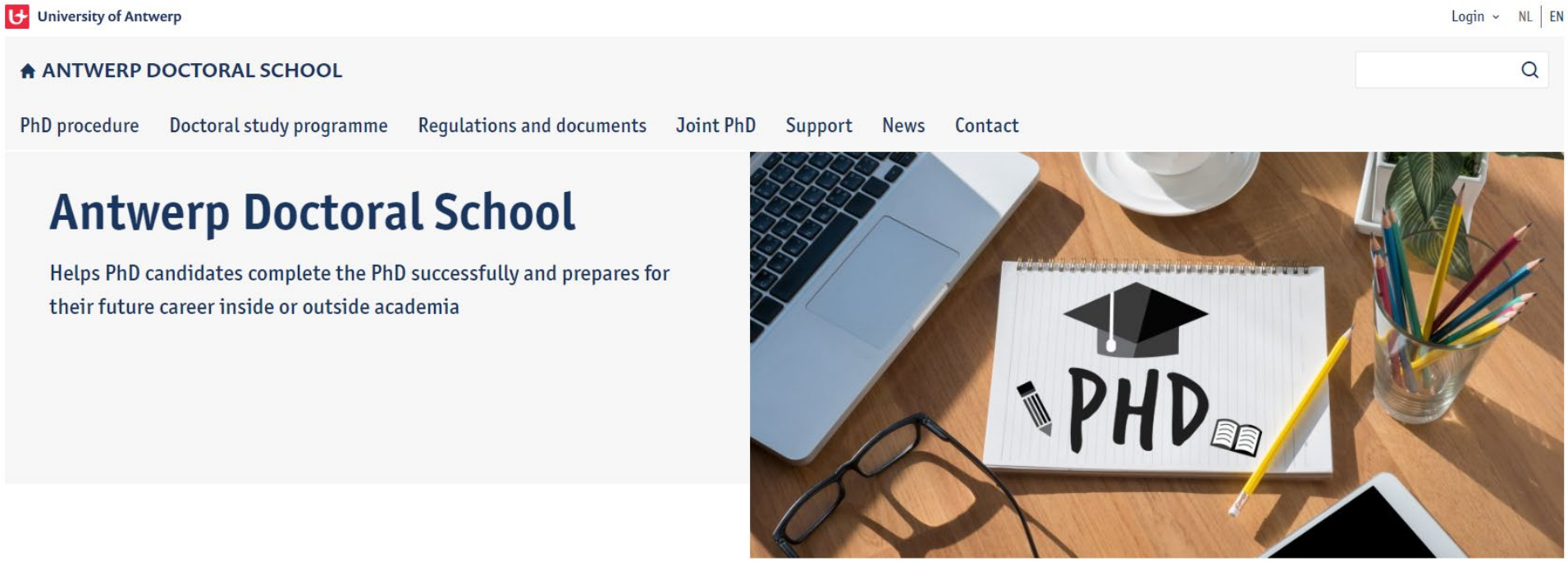
The PhD researchers are expected to:
1. take the necessary administrative steps to start the PhD process, including registration as a PhD student, and renewing this registration each year;
2. draw up a research plan with the supervisor(s) as soon as possible, and carry out research efficiently and to the appropriate standard, within the proposed time frame;
3. conduct research according to the principles of research integrity, as endorsed by the University of Antwerp. Violations of research integrity include plagiarism, fabrication and falsification of data, and conflicts of interest;
4. be committed to participating in the mandatory doctoral study programme organised by the Antwerp Doctoral School and to following up on their progress on a regular basis;
5. submit their work on a regular basis to the supervisor(s), ensuring a reasonable time frame to review the texts;
6. submit a progress report on the PhD research according to the agreed deadlines;
7. submit an annual progress report on the doctoral study programme;
8. submit the written report of their research within the agreed deadlines to allow sufficient time for comments and discussion;
9. decide when they will submit their thesis, taking into account the opinion of the supervisor(s);
10. inform the department/faculty administration office, the Antwerp Doctoral School and the Registrar's Office, as well as their supervisor(s), if they decide to terminate the PhD ahead of time;
11. bring any problems, including those of a social or medical nature, to the attention of their supervisor(s), highlighting any issues that could affect their PhD work;
12. act in accordance with the core values of the University of Antwerp;
13. make arrangements with the supervisor(s) about working hours and leave within the prescribed regulations of the University of Antwerp and of the research group;
14. be aware of the social provisions available for illness, pregnancy, etc. according to the applicable staff regulations.

Supervisor

The supervisor(s) is (are) closely involved with the doctoral study programme of the PhD researcher. The supervisor(s) is (are) expected to:
1. arrange the initial reception of the PhD researcher within the research group, the department and/or faculty. The supervisor explains the daily operation of the research group, introduces the PhD researcher to colleagues and makes the PhD researcher aware of concrete agreements within the research group;
2. facilitate contact between the PhD researcher and members of the individual PhD commission (IPC);
3. inform the PhD researcher about the principles of research integrity, as endorsed by the University of Antwerp. The supervisor should set an example in the realisation of these principles;
4. make the PhD researcher aware of the core values of the University of Antwerp;
5. guide the PhD researcher in developing a research plan, and discuss with the PhD researcher a realistic timetable and associated research methods;
6. notify the PhD researcher when specific steps need to be taken in the context of intellectual property rights (IPR) (article 70c), in collaboration with the Valorisation Office of the University's Department of Research, Innovation and Valorisation Antwerp (RIVA);
7. provide information to the PhD researcher, where necessary, on sourcing funding for additional research activities in the framework of the PhD, as well as for the equipment necessary for the PhD research;
8. be available to discuss all aspects of the research at least twice per semester;
9. encourage the PhD researcher to present their scientific work at various forums; keep the PhD researcher informed of relevant conferences, seminars, summer schools, workshops and similar opportunities; and explain how the PhD researcher can keep up to date with such opportunities;

10. encourage the PhD researcher to publish their scientific work and help the PhD researcher find the appropriate channels for this purpose;
11. discuss the division of time between research and education and ensure that the teaching assignments and other tasks of the PhD researcher are carefully planned, so that the completion of the PhD within the prescribed period is not compromised;
12. discuss the PhD researcher's training needs with him/her/them, based on the competence profile of the ADS, and provide advice on how these needs can be met within the framework of the doctoral study programme;
13. determine a realistic and detailed timetable with the PhD researcher for the completion of their research and for the writing of their thesis;
14. regularly review draft versions of the thesis and give constructive feedback to the PhD researcher;
15. review incremental progress made and, in consultation with the PhD researcher, adjust the objectives of the PhD research in light of this progress and any external factors (for example newly published findings);
16. support the PhD researcher as far as possible in valorising their research work through publications, and in the case of co-authorship, by acknowledging the actual share of work performed by the PhD researcher;
17. inform the PhD researcher about the faculty/department regulations and administration relevant to the PhD;
18. make the PhD researcher aware of various career options, even in the non-academic sector;
19. make arrangements with the PhD researcher about working hours and leave within the prescribed regulations of the University of Antwerp and the research group.

Information | website: www.uantwerpen.be/ads (Dutch/English)



Information | monthly ADS newsletter (via student account!)

University of Antwerp

ADS Newsletter

The Antwerp Doctoral School offers you updates on upcoming events, courses, lectures and much more.

ADS Doctoral Day 16 March

Welcome to the second ADS Doctoral Day of this academic year!
The ADS team is happy to welcome new PhD researchers to introduce them to several aspects of obtaining a PhD at UAntwerpen and of the Doctoral Study Programme.
We also offer seminars for PhD researchers who are already further along in their trajectory.
Only online participation is still possible.

Register before 13 March at 4 p.m. CET

Contact

GENERAL QUESTIONS

doctoralschool@uantwerp.be

QUESTIONS REGARDING ADS COURSES

ADScourses@uantwerp.be

QUESTIONS REGARDING JOINT PhD

JointPhD@uantwerp.be

QUESTIONS OJO CALL

OJOcall@uantwerp.be

Need help? – Supervisor and faculty level

Supervisor(s) and individual PhD commission (IPC)

Administrative contacts (faculty): practical questions about admission procedures for PhD researchers, research progress reports, submission, defence…

Academic contacts (faculty): advice, contact in case of problems with supervisor…

Need help? – Central level

Staff of Antwerp Doctoral School: educational credit, study programme including progress report, joint PhDs…

ADS confidential counsellors specific for PhD researchers:

Karla Tersago, Kristien Daems & Stephan Missault

Faculty or central ombudsperson

More information in the next session on wellbeing initiatives

Need help? – Peer researchers

Representation of PhD researchers

- PhD representatives in the **Bureau & Board of ADS**

- **VABAP:** the association for Assistant (AAP) and Contract Academic Personnel (BAP)

- Several associations of PhD researchers

More information in the session on associations, courses and initiatives

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