

## Additional Doctoral Regulations

*Translation of the Dutch version, which was approved by the Social Sciences Faculty Board on 2 Juni 2021.*

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### **Title I. Scope**

#### **Article 1**

These regulations apply to doctoral study programmes [hereafter 'PhD activities'] and PhDs undertaken in the faculty of Social Sciences at the Universiteit Antwerpen [hereafter 'FSW']. They are supplementary to the Higher Education Code dated 11 October 2013, ratified by the Decree dated 20 December 2013 with regard to earning the academic degree of doctor and to the doctoral regulations of the Universiteit Antwerpen (approved by the Board of Governors on 30 January 2018).

### **Title II. Division of authority among the boards and committees**

#### **Article 2**

The bodies responsible for PhD activities and their supervision in FSW are the Faculty Board, the dean, the faculty doctoral and research commission (FDOC) and its chair, the Departmental Boards, the bureau of Institute of Environment and Sustainable Development of the Universiteit Antwerpen and the individual PhD commissions.

#### **Article 3**

The Faculty Board is responsible for:

- §1. adopting and adapting, where necessary, these supplementary faculty doctoral regulations;
- §2. appointing the members of the faculty doctoral and research commission (FDOC).

#### **Article 4**

The dean acts as a mediator in case of a conflict between PhD students and their supervisor(s) with regard to appeal against the individual PhD commission's or doctoral jury's decision, as specified in the doctoral regulations of the Universiteit Antwerpen (section 6).

## Article 5

The Departmental Boards for Communication Sciences, Training and Education Sciences, Political Sciences and Sociology – or, in the case of a PhD in Environmental Science: the bureau of the Institute of Environment and Sustainable Development; or in the case of a PhD in Information and Library Science: FDOC - are responsible for:

- §1. admission to the Universiteit Antwerpen doctoral study programme and commencement of the PhD;
- §2. approval, in exceptional cases, of a third and/or fourth supervisor following a well-founded request.
- §3. determination of the study area and the academic title (see appendix 2). Students undertaking PhDs in a combined study area must obtain authorisation from all faculties concerned (unless there is a framework agreement between the faculties concerned so a notification suffices);
- §4. composition of the individual PhD commissions and juries, including the evaluation of the neutrality of at least one member of the IPC and two members of the jury, provided these comply with the provisions in Article 3 and Article 10 of these regulations and the general doctoral regulations of the Universiteit Antwerpen;
- §5. granting permission to write the thesis in a language other than Dutch or English;
- §6. determination of any preparatory programme as described under Articles 10 and 11 of the doctoral regulations of the Universiteit Antwerpen.
- §7. approval of the partnership agreement in the case of a joint or double PhD;
- §8. granting exemptions from the requirements that apply to the doctoral study programme on behalf of incoming joint or double PhD students.

## Article 6

The faculty doctoral and research commission (FDOC) has decision-making authority with regard to the following aspects of the doctoral study programme:

- §1. coordination and organisation of certain PhD activities;
- §2. granting exemptions from certain PhD activities to PhD students working in non-academic roles or outside the university (in case Article 5, §7 is not applicable);
- §3. monitoring the number of approved requests for a third and/or fourth supervisor.

## Article 7

The chair of the FDOC is responsible for:

- §1. assessment and approval of the PhD student's progress report of the doctoral study programme (PhD activities report) and conferral of the University of Antwerp doctoral study programme certificate of the Universiteit Antwerpen;
- §2. approval of the expenses charged to the faculty doctoral commission budget.

## Article 8

The individual PhD commissions have the following responsibilities:

- §1. with regard to the preparatory programme for PhD students as determined, where necessary, by the Departmental Board (see Article 5, §5) the individual PhD commissions provide advice to the Departmental Board regarding the follow-up of this programme;
- §2. with regard to the PhD itself, the individual PhD commission monitors the progress and quality of the PhD, as determined in Article 13 of the doctoral regulations of the Universiteit Antwerpen.

### **Title III. Composition and obligations of the individual PhD commission and the doctoral jury**

#### **Article 9**

- a. A PhD is supervised by one or two supervisors. When supervisors want to make use of the exception in Article 15 for the PhD regulations of the University of Antwerp and want three or four supervisors to supervise the PhD, they need to submit a motivated reapplication quest to the qualified Departmental Board.
- b. A maximum of 2 supervisors are associated with the same department. Therefore, the other supervisors must be associated with another department of another faculty within or outside the University of Antwerp.
- c. In the motivated application (as determined in point a. of this article), supervisors must clearly indicate in what way the role of the additional supervisors is complementary, and how this role differs from the input they would have as regular members of the individual doctoral committee (as determined in Article 11 of these regulations and Article 14, Article 17, Article 18 and Article 19 of the PhD regulations of the University of Antwerp) or as regular project supervisors (who are not a supervisor of the PhD).

#### **Article 10**

In consultation with the PhD student, the supervisor(s) formulate(s) a proposal for the composition of a suitable individual PhD commission (IPC), and, when the PhD is almost complete, a doctoral jury. They submit this proposal for approval to the Departmental Board.

#### **Article 11**

The individual PhD commission is composed of the supervisor(s), furthermore preferably one member from the same department and one member from another department, faculty or university. In the event that Article 19c of the general doctoral regulations of the Universiteit Antwerpen is applicable, the Departmental Board must justify the composition. The role of chair is taken on by the commission member from the same department or another member of the Universiteit Antwerpen's senior academic staff (ZAP).

At least one member of the IPC is not directly involved in the doctoral research. In any case, co-authorship of a publication within the doctoral research field will be considered a form of direct involvement.

#### **Article 12**

In the event of a conflict between (a) supervisor(s) and a PhD student, and in the event of an appeal against a decision of the IPC or the jury, the procedures described in "6. Mediation and appeal procedure" of the general doctoral regulations of Universiteit Antwerpen should be followed.

#### **Article 13**

Every year before 1 May, all individual PhD commissions submit a report on the progress of the PhD to the chair of the faculty doctoral commission (FDOC) and to the chair of the department. The standard form provided in the online *Studenten Informatie Systeem Antwerpen* (SisA) must be used for this report.

#### **Article 14**

In accordance with Article 26g of the general doctoral regulations of Universiteit Antwerpen, two members of the doctoral jury should not be directly involved in the doctoral research. In any case, co-authorship of a publication within the doctoral research field will be considered a form of direct involvement.

The chair of the IPC will also adopt the role of chair of the doctoral jury.

### **Title IV. Assessment process for the PhD**

### **Article 15**

The chair of the faculty doctoral and research commission (FDOC) ensures that all individual PhD commissions (IPC) submit their progress reports, takes note of the content assessment and submits it for review to the dean and the Executive Committee. In case of a negative evaluation by the IPC, the chair of the FDOC formulates an advice in consultation with the chair of the department and the dean. On the basis of this advice, the IPC may decide to refuse the PhD student permission to reenrol for the current PhD (cf. article 20 of the general doctoral regulation of the Universiteit Antwerpen).

### **Article 16**

Every year PhD students submit a progress report of their PhD activities (see appendix 1) via SisA. The chair of the FDOC takes note and reports to the faculty and the Antwerp Doctoral School (ADS).

Activities undertaken after obtaining the degree that gives access to the doctoral programme, but before the actual registration as a PhD student, can lead to partial or full exemptions in the doctoral programme. These activities need to be added in SisA to the first progress report of the doctoral study programme (PhD activities report).

### **Article 17**

With regard to the assessment of the progress report of the doctoral study programme (PhD activities report) and the research progress report, the chair of the FDOC may request a meeting with the PhD student. PhD students may also request a personal interview.

### **Article 18**

In addition to writing a thesis, teaching assistants also take on teaching duties for the faculty. For this reason, they are required to conduct an annual performance appraisal with the chair of the department, who provides the dean with a report of this interview (as described in the appendix to the Academic Assistant Staff (AAP) statute, 'Van aanwerving tot doctoraat' - 'From appointment to PhD'). In this performance appraisal, the teaching assistant and chair of the department assess whether the assistant has been able to spend at least half of his or her time conducting their PhD research.

## **Title V. The form of the thesis**

### **Article 19**

The thesis may be presented either as a monograph or as a coherent collection of publications intended for academic journals, or as a combination of the two. The individual PhD commission and doctoral jury assess its independence, originality, academic contribution to the study area and coherence.

### **Article 20**

When publications or papers with co-authors<sup>1</sup> are included in the doctoral thesis, the contribution of the PhD student and of all other co-authors should be made clear at the end. Quantitative indications of the contribution of each author are not imperative.

## **Title VI. Validity**

### **Article 21**

These regulations take effect as of 18 March 2020.

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<sup>1</sup> The faculty guidelines with regard to (co-)authorship can be found in appendix 3.

## **Title VII. Transitional provisions**

### **Article 22**

The following transitional provisions apply to PhD students from the former Institute for Education and Information Sciences (IOIW) who enrolled before 1 October 2015:

- §1. PhD commissions and doctoral juries composed according to the IOIW doctoral regulations remain in place even if they deviate from the rules on commissions and juries set out in these regulations.
  
- §2. These PhD students may either continue to use the old table of credits from the IOIW supplementary doctoral regulations or begin using the new regulations. Transitioning from one system to another cannot be reversed. If a student changes systems, all credits are retained (including in sub-sections which do not exist in the FSW supplementary doctoral regulations and in sub-sections where the number of credits is different). The following rules apply with regard to the number of credits to be earned: at least 1 credit must have been earned in at least 4 categories of the competence profile, and no more than half of the total number of credits may be earned in a single competence category.

## Appendix 1. Structure and content of the FSW PhD activities

### 1. Activity table

As part of the doctoral study programme, PhD students are expected to hone their competences as young researchers. Using the [competence profile](#) for PhD students at the Universiteit Antwerpen, and in consultation with their supervisors, PhD students determine the activities that they will undertake.

Every year all PhD students need to submit a progress report of their doctoral activities in SisA.

In order to complete the doctoral study programme successfully, PhD students are required to submit an activity file according to the following general 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 be earned in a single competence category;
- for all activities a supporting document is required;
- the doctoral study programme needs to be completed before the official composition of the doctoral jury and following the procedures mentioned on the website of the Antwerp Doctoral School.

Competence categories
A. Research skills and techniques
B. Adaptation to the research environment
C. Research management
D. Personal efficiency
E. Communication skills
F. Networking and teamwork
G. Career management

The allocation of credits to each activity must correspond to the following table. Within the first two years, the PhD student must have given at least one doctoral seminar (see cat E). It is strongly recommended that the PhD student takes part in at least one international summer school (see cat A).

As determined in Article 6. §2, the faculty doctoral and research commission (FDOC) may grant exemptions from the PhD activity requirements to PhD students working in non-academic roles or outside the university.

If a PhD student does not have the financial means to take part in an international summer school, the faculty will make a contribution where possible. PhD students who have a personal operating budget in addition to the ADS educational credit (see website of the Antwerp Doctoral School) or who are eligible for the faculty's research budget (see *Nota Bijzondere Voorzieningen Budget SW*) are not eligible to receive this contribution. If PhD students wish to use these faculty funds, they must send a request to the dean in writing. In this request they must include the estimated costs as well as the summer school programme.

The following list of activities is not exhaustive. The PhD student can formulate a well-founded proposition for other activities and their number of credits in their annual progress report in SisA.

Competence categories	Activity	Credits per activity	Maximum
A. Research skills and techniques	Postgraduate and other doctoral study programmes <sup>2</sup>	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 <sup>3</sup>	0.1 per contact hour	
	Membership of a board	<ul style="list-style-type: none"> <li>• board that meets frequently (at least 5 times a year): 0.5 per year</li> <li>• board that doesn't meet frequently (fewer than 5 times a year): 0.1 per year</li> </ul>	
	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,...) <sup>4</sup>	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	

<sup>2</sup> 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.

<sup>3</sup> E.g. course on innovation management & entrepreneurship

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

C. Research management	Taking a course <sup>5</sup>	0.1 per contact hour	
	Supervising a Master dissertation <sup>6</sup>	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 <sup>7</sup>	0,5 (series = min. 4 sessions of 1,5 hour)	
	Student coaching	0,5 per year	
D. Personal efficiency	Taking a course <sup>8</sup>	0.1 per contact hour	
	Article in a refereed academic journal, reader or series <sup>9</sup>	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 <sup>10</sup>	0.5 per published article	
E. Communication skills	Taking a course <sup>11</sup> (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 <sup>12</sup>	1 per seminar	
	Research report <sup>13</sup>	0.5 per report	
	Presentation for a wider audience <sup>14</sup>	0.5 per presentation	
	Construction or maintenance of an academic website	0.5	

<sup>5</sup> E.g. course on project management, Word, mindmapping

<sup>6</sup> 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.

<sup>7</sup> Also for own research group

<sup>8</sup> E.g. course on time management, achieving your goals

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

<sup>10</sup> This includes proceedingspapers (as co-author).

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

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

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

<sup>14</sup> Including a presentation during the doctoral day



	Interview or panel discussion for a wider audience <sup>15</sup>	0.1 per interview or panel discussion	
F. Networking and teamwork	Taking a course <sup>16</sup>	0.1 per contact hour	
	Attending a conference, serving as an opponent or discussant at an academic meeting <sup>17 18</sup>	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 <sup>19</sup> (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"> <li>• ADS Doctoral day except for the substantive lecture (0.1 per hour);</li> <li>• Meetings with the Individual PhD commission (IPC);</li> <li>• Presentation for the own research group</li> </ul>		

## 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.

<sup>15</sup> This includes a press conference.

<sup>16</sup> E.g. course on leadership and teamwork

<sup>17</sup> Credits for attending a conference are awarded per conference, not per day.

<sup>18</sup> This includes serving as an opponent or discussant at a conference or a doctoral seminar.

<sup>19</sup> 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.**

## Appendix 2. Overview of FSW PhD titles

### Doctor in de ...

Filmstudies en visuele cultuur  
 Informatie- en Bibliotheekwetenschap  
 Onderwijswetenschappen  
 Sociale wetenschappen  
 Sociale wetenschappen: communicatiewetenschappen  
 Sociale wetenschappen: politieke communicatie  
 Sociale wetenschappen: politieke wetenschappen  
 Sociale wetenschappen: sociaal werk  
 Sociale wetenschappen: sociologie

### *Gecombineerde studiegebieden*

### Doctor in de ...

Sociaal-economische wetenschappen	i.s.m. Faculteit Bedrijfswetenschappen en Economie (BE)
Milieuwetenschap	i.s.m. Faculteit Wetenschappen
Veiligheidswetenschappen	i.s.m. Faculteit Wetenschappen

### Doctor of ...

Film studies and visual culture  
 Information and Library Science  
 Education Sciences  
 Social sciences  
 Social sciences: communication studies  
 Social sciences: political communication  
 Social sciences: political science  
 Social sciences: social work  
 Social sciences: sociology

### *Combined study areas*

### Doctor of ...

Social and economic sciences	with Faculty of Business and Economics
Environmental Science	with Faculty of Sciences
Safety Sciences	with Faculty of Sciences

## Appendix 3. Code of practice

### 1 Introduction

Authorship is an explicit way of giving credit for intellectual work and assigning responsibility. Discussions on authorship ideally start at the inception of a research project. Decisions about authorship and about acknowledgement (i.e. the way to recognize people who have contributed otherwise but who do not fulfill the authorship criteria) normally result from a process of ongoing communication, reflection and/or revision as the project evolves throughout its duration.

### 2 Authorship criteria

2.1. Generally, an author is considered to be someone who has made substantive intellectual contributions to a published study. Authorship should be restricted to individuals who:

- made a substantial intellectual contribution to the conception or design of the work; or the acquisition/collection, analysis or interpretation of data for the work;
- and substantially contributed to the drafting of the manuscript (e.g. article, paper, book) or substantively critically revised its content;
- and approved the final version of the publication to be published;
- and agreed to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work could be appropriately investigated and resolved.

In addition to being accountable for the parts of the work he or she has done, an author should be able to identify which co-authors are responsible for specific other parts of the work. In addition, authors should have justified confidence in the integrity of the contributions of their co-authors.

2.2. All individuals who are affected by authorship should be involved in the communication, discussion and decision-making on authorship in order to ensure that they reach agreement together, have clear expectations about and can robustly defend their own individual authorship positions and the authorship position of others (individuals who join the project at a later stage, who are affected by authorship, should be involved).

All authors should confirm the list of co-authors in a written understanding (written records, e-mails of decisions on authorship can help avoid potential misunderstandings).

2.3. No person who fulfils the authorship criteria may be excluded as an author. This applies to all publication types.

2.4. Individuals who are affected by authorship decisions should be notified of changes in a timely manner and in writing; each alteration in the author list should be approved by all authors.

2.5. The work of all contributors and collaborators who do not meet the criteria for authorship should be properly acknowledged in publications. This may include advisers, communities, funders, individuals, sponsors, or others.

2.6. Where a research project would not have been possible without, and builds upon, the efforts of other researchers' previously published research, that previous research should be properly cited.

2.7. Together, the authors should attempt to reach a consensus on the sequence of authorship. Every author should be prepared to explain the rationale for the agreed author sequence.

### 3. Publications in a PhD and the autonomy of the PhD student

The author guidelines will be applied within the framework of the faculty doctoral regulations. For papers included in the PhD, it is expected that the student had a substantial contribution to drafting the manuscript. The student will also give a full description of his/her contribution to each publication, describing at least how much he/she did contribute to the conception of the project, the design of methodology or experimental protocol, data collection, analysis, drafting the manuscript, revising it critically for important intellectual content.