Additional PhD regulations - Faculty of Design Sciences (OW)

As approved by the Faculty Board Design Sciences of 08/09/2022
As approved by the Faculty Board Design Sciences of 17/10/2024

Disclaimer:
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I General provisions

Art. 1. These regulations apply to doctoral studies carried out at the Faculty of Design Sciences of the Universiteit Antwerpen. Said doctoral studies include both the doctoral study programme and the PhD dissertation. These regulations are in addition to (1) the mandated provisions specified in the Higher Education Code dated 11 October 2013 and ratified by the Decree dated 20 December 2013 with regard to earning a PhD and (2) to the General PhD regulations of the Universiteit Antwerpen, which were approved by the Board of Governors of the Universiteit Antwerpen on 20.02.2024.

Art. 2. Within the Faculty of Design Sciences, the following boards and commissions are authorized to oversee doctoral studies: the Individual PhD Commissions (Individuele Doctoraatscommissie or IDC), the Faculty Doctoral Commission (Facultaire Doctoraatscommissie or FDC) and the Faculty Board (Faculteitsraad or FROW). The articles below outline the authority of these boards and commissions in regard to doctoral studies.

II Admission requirements

Art. 3. Doctoral studies at the Faculty of Design Sciences are open to any prospective PhD student who fulfils the conditions described in the General PhD regulations of the Universiteit Antwerpen and who has received explicit notification of admission from the Faculty Board following a suitability assessment.

Art. 4. The suitability assessment of prospective PhD students' is carried out by the Faculty Board on the basis of an application file, as determined in Articles 8 to 9 of the General PhD regulations of the Universiteit Antwerpen. The suitability assessment may include a language test.

Art. 5. The results of the suitability assessment must be communicated to the PhD student within a reasonable time frame. With reference to Articles 8 or 9 of the General PhD regulations of the Universiteit Antwerpen, if suitability assessments have not been communicated to the PhD student within three months, they may assume that the decision is positive.

Art. 6. If the faculty board imposes the completion of a preparatory programme prior to admission, this will be communicated to the PhD candidate with the results of the suitability assessment. The contents of the preparatory programme, the corresponding period within which this additional training must be completed, as well as the conditions of completion (e.g. pass the necessary exams) are determined by the FDC. The candidate needs to register for the additional courses determined in the preparatory programme using a diploma contract through the student administration. The responsible Education Commission designates the relevant Examination Commission.

Art. 7. The composition of the IDC (see articles 14 to 19c of the General PhD regulations of the Universiteit Antwerpen; and annex 1 and annex 2) needs to be approved by the Faculty Board when the PhD candidate

is given permission to enroll in the PhD programme, as specified in Articles 8 to 12 of the General PhD regulations of the Universiteit Antwerpen.

III Annual progress assessment of the doctoral research and the doctoral study programme

Art. 8. The Faculty Board appoints a faculty doctoral coordinator to manage the annual progress evaluations. This coordinator will also function as FDC chair.

Art. 9. The progress of the doctoral programme is subdivided into two major components: the research component and the study component (doctoral study programme). Each PhD student is required to annually submit concise progress reports on their doctoral research and doctoral study programme via the online 'Studenten Informatie Systeem' (SisA), by May 1.

Art. 9.a. In the progress report on the doctoral research the doctoral student (1) reports on the research activities performed during the past year and on the progress of the thesis research, and (2) provides a concrete research planning for the future. This progress report of the doctoral research is subsequently assessed by the IDC within a six-week period. A meeting can be organized at the request of either the IDC or the PhD student.

Art.9.b. To complete the doctoral study programme the PhD student needs to garner 30 points as described in the faculty doctoral scoring grid (see p. 6 below). The annual progress report doctoral study programme indicates how many points the PhD student has gathered during the past year.

The activities in the progress report are evaluated and reviewed by a peer review commission (PRC) consisting of members of the faculty. The PRC reports to the FDC, they can suggest adjustments to the faculty's points table (add and delete activities, add details, assign points). The FDC decides whether the points table will be adapted or not.

The Antwerp Doctoral School (ADS) takes annually the initiative to organise the PRC-meeting and to compose the PRC. Both enrolled Phd's with a staff account and ZAP-members of the Faculty of Design sciences of UAntwerp can be part of the PRC. The faculty makes a selection of candidates who are eligible and provides a list to ADS. Participation is for one year. The number of participants of the PRC will be determined by the number of submitted reports. In principle, one meeting will be set to review the reports. This meeting will take place in May or June. The evaluation will be registered in SisA.

Activity's followed after obtaining the diploma that gives admission to the enrolment for the preparation of a doctoral thesis, but before the effective enrolment as a Phd student, may be eligible in whole or in part for honours under the doctoral study programme. The Faculty Board will decide on this on the basis of a reasoned proposal, supported by appropriate evidence.

Art. 10. The evaluations of the doctoral study programme progress and the doctoral research progress are discussed by the FDC, which will in turn advise the Faculty Board (as specified in art. 20 and 21 of the General PhD regulations of the Universiteit Antwerpen)

IV Doctoral dissertation and public defense

Art. 11.a. The Faculty Board issues guidelines regarding publication requirements (which/how many). The minimum requirement before you can defend your Phd thesis is one scientific publication with 'peer review' (A1, H1, L1, Ma1, N1, P1) as main author (or equivalent).

Art. 11.b.The form of the dissertation is discussed between the supervisor and/or IDC on the one hand and the PhD student on the other at the beginning of the Phd trajectory. Agreements are included in the progress report; changes are possible following the annual progress meeting. The thesis may take the form of a monograph, a collection of manuscripts, an artistic or design work (e.g. a dataset, a programme, non written output) or a combination of these forms (cf. art. 22 of the general Phd regulations).

Art. 11.c. The following guidelines apply for a PhD on publications:

1. The thesis must contain all the elements required by the university (cfr. Appendix 4 of the general Phd regulations).
2. The thesis contains minimum four publications, of which two publications with peer review have already been published or accepted for publication. For a joint Phd it contains minimum one publication with peer review that has already been published or accepted for publication.
3. The thesis should address a common or overarching theme, a PhD on publications is not a loose collection of papers.
4. Publications from before your enrolment as a Phd student can exceptionally be included in the PhD if they are assessed as relevant by the IDC and have been published a maximum of 5 years prior to enrolment as a PhD student.
5. A Phd on publications starts with an introduction with one or more research question(s), a table of contents, and a state of the art should be added.
6. A concluding chapter answers to the research questions and includes reflections on new insights coming from the research, limitations, future research, etc.
7. With regard to authorship, the following criteria apply:
    a. The candidate is (one of) the lead author(s) of all publications.
    b. The distribution of tasks among the (co-)authors must be adequately described according to the international guideline (see CRediT – Contributor Roles Taxonomy (niso.org)).
8. Regarding source citation of the own publications in the PhD, the following criteria apply:
    a. For already published publications, the reference is included.
    b. Significant changes in published chapters should be briefly discussed.
    c. Unpublished chapters should include an indication of the publication process (e.g., 'Article submitted for peer-review'; 'Article is peer-reviewed'; 'Article is revised after initial peer-review; "Article is accepted for publication"; "Article is not submitted for peer-review").

Art. 12. The preliminary defense of the dissertation is an official part of the assessment of the dissertation at the Faculty of Design Sciences. The procedure for this preliminary defense is as follows:

1. The composition of the doctoral jury (see art. 25 to 28 of the General PhD regulations of the Universiteit Antwerpen; and annex 2) needs to be approved by the Faculty Board before the start of the defense procedure (as specified in art. 30 of the General PhD regulations of the Universiteit Antwerpen), together with a timeline reflecting the expected (if the IDC's advice is positive) date of the preliminary defense.
2. Within four weeks after the submission of the (draft) dissertation to the IDC, it will provide a written advice on whether the PhD student may proceed to the preliminary defense of the dissertation (as specified in art. 31 of the General PhD regulations of the Universiteit Antwerpen).
3. If the advice is positive (with possible suggested revisions), the (draft) dissertation will be forwarded to the members of the doctoral jury, according to the specifications mentioned in art. 31 of the General PhD regulations of the Universiteit Antwerpen.
4. The preliminary defense will take place within six weeks after the approval of the (draft) dissertation by the IDC.
5. Within this period of six weeks, and based on the preliminary defense, the doctoral jury decides whether they agree to proceed to the public defense.
6. The preliminary defense can lead to any of the following decisions:

a. the (draft) dissertation is accepted without any further conditions;
b. the (draft) dissertation is accepted on the condition that minor revisions are made. It is the responsibility of the supervisor(s) to oversee these revisions;
c. the (draft) dissertation is accepted pending major revisions. The entire doctoral jury will need to approve the revisions before the dissertation can proceed to the public defense. The doctoral jury discusses a reasonable and realistic timeline for these revisions together with the PhD student. This timeline is recorded in the preliminary defense report;
d. the (draft) dissertation is not accepted and a new preliminary defense will need to take place following extensive revision.

V Special provisions

Art. 13. At the beginning of the second half of the 4th research year (6th research year for teaching & research assistants), the faculty doctoral administration will invite the PhD student (president of the IDC and FDC in cc) to submit a concise report to the members of the IDC within 4 months before the end of the 4th (or 6th) research year. This report (max. 1 page, with an additional list of publications) reflects the current situation regarding the research progress and provides a concrete planning for the finalization of the PhD. If the IDC is insufficiently convinced of the progress of the PhD dissertation, based on the provided report, it may request a meeting with the student.

The above-mentioned reporting in the 4th (or 6th) research year is not required if:

- the PhD student provides a quasi-final draft of the dissertation to the IDC within the provided timeframe (4 months before the end of the 4th or 6th research year)
- the IDC judges that there are sufficient guarantees for the submission of a quasi-final draft before the end of the year.

The IDC chair reports its decision to the PhD student and the FDC.

If the PhD has not been finalized after 4 years (6 years for teaching & research assistants), the PhD student will be evaluated at the end of each following research year, according to the procedure mentioned in this article.

These regulations take effect as of 09/12/2020 (date approval Faculty Board)

Annex 1: The most recent General PhD regulations of the Universiteit Antwerpen (20/02/2024) do not make a distinction between main and co-supervisors. The Faculty of Design Sciences asks the IDC to appoint an *administratively responsible* supervisor. They are responsible for the administrative follow-up of the PhD student (e.g., explaining the applicable rules and regulations) and will take the lead in defining the research topic and trajectory (in consultation with the IDC and PhD student). This in no way implies a new distinction between main and co-supervisors.

Annex 2: The Faculty of Design Sciences pursues a gender balance in all IDCs and doctoral juries.

Doctoral study programme - scoring grid
Faculty of Design Sciences

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Within the doctoral study programme, the doctoral student gets the opportunity to refine their competences as a young researcher. Using the **competence profile for PhD students at the University of Antwerp** as a lead, the PhD student determines, in consultation with their supervisor, which activities they undertake for this purpose. They must report annually on their progress via the online Student Information System Antwerp (SisA).

The **scoring grid** below is to be used for the allocation of points per activity. In order to successfully complete the doctoral study programme, the doctoral student must submit an activity report to which the following **minimum requirements** apply:

- reported activities must reach a total of at least **30 points**
- in **at least 4 categories** of the competence profile, at least 1 point must be obtained
- **maximum half** of total points may be obtained **within one and the same competence category**
- proof of participation must be provided for all activities (*)

Other **obligations**:

- attend the annual **Doctoral Day** of the faculty (unless they are abroad, absent due to fieldwork or provide another valid reason)
- successfully complete the **Mind the GAP** training, with the certificate of participation (Phd's from 22/2/2022)

Please note:

- The number of **contact hours** applies for courses
- **ADS courses** for which the doctoral student has passed, are automatically added to the activity overview in SisA
- **A certain activity is eligible for points only once.** Activities are considered indivisible and cannot be divided in sub-activities. For example: participation in an academic conference is eligible for points in either competence category A (Attend academic conference) or competence category E (Lecture at an academic conference). This one-off conference participation can under no circumstances be eligible for points in both competence categories. It is also not possible to both claim points for category A (Attend academic conference) and category A (Attend lecture), arguing the lecture is not part of the main conference programme. Such requests will be rejected, unless the official programme justifies this, e.g. a summer school that takes place before a conference and is clearly organized separately.
- Previously acquired competences may be eligible in whole or in part for honours under the doctoral study programme (art. 9 in the Phd Regulations of the faculty). PhD-students that have followed the *Antwerp Management School PhD Programme* can include this specific programme in its entirety in their activity report.
- **Completion of the doctoral study programme** must be done before the composition of the doctoral jury, according to the procedure stated on the website of the Antwerp Doctoral School

The Antwerp Doctoral School manages the Doctoral study programme, doctoralschool@uantwerpen.be.

(*) An overview of acceptable proof is available in SisA when submitting the progress report or through https://www.uantwerpen.be/en/centres/antwerp-doctoral-school/phd-procedure/phase-2-obligations-during-the-phd/

Competence category	Activity	Points per activity	Maximum[1]
A. Research skills and techniques	Methodological course[2]	0.2p/hour	1.4p/day
	Relevant specialist course[3]	0.1p/hour	0.7p/day
	Attend lecture[4]	0.1p/hour	2p
	Attend academic conference	0.2p/day	
	Research stay[5][6]	0.5p/5 working days	5p
	Online training (theoretical and substantive)	0.1p/working hour (based upon number of hours indicated by training center)	
	Participation doctoral day of the Faculty of Design Sciences	0.5p/doctoral day	1p
	Peer review of an A1 article	0.5p/article	2p
B. Adapt to the research environment	Course[7]	0.1p/hour	0.7p/day
	Membership of council or committee (e.g. Editorial board member journal, faculty board, VABAP)	0.1p/year	
	Mind the GAP[8] (Good Academic Practices) - online training tool research integrity in Blackboard	1p	1p
C. Research Management	Course[9]	0.1p/hour	0.7p/day
	Supervision bachelor or master thesis[10]	1p/bachelor or master thesis	4p

[1] The maximum number of points achievable over the entire doctoral programme, unless otherwise indicated.
[2] A course on a scientific methodology. Regular interaction with a course mentor, or the submission of a performance task or exam (with evaluator feedback) is required. The course needs to be relevant for the research of the PhD-student and should be aimed specifically at PhD students. Regular (non-PhD) courses at bachelor or master level can exceptionally be allowed if the promotor provides explicit consent and a motivation.
[3] A specialist course is defined as "relevant to the research field". Regular interaction with a course mentor, or the submission of a performance task/exam (with evaluator feedback) is required. The course needs to be relevant for the research of the PhD student and should be aimed specifically at PhD students. Regular (non-PhD) courses at bachelor or master level can exceptionally be allowed if the promotor provides explicit consent and a motivation.
[4] The lecture needs to be relevant for the research of the PhD student. Also in the form of summer schools (not graded -> otherwise "Methodological course" or "relevant specialist course"), workshops and thematic sessions at the ADS Doctoral Day (with participation certificate).
[5] This activity contributes to both comp. cat. A and comp. cat. F. 50% of the points to be awarded must be awarded in both competence categories. The doctoral student can always add a clear motivation why the activity in their case only fits into one of the two.
[6] Summer schools are not research stays. Summer schools should be registered under A. Methodological or relevant substantive course (if there is an evaluation) or A. Attend lecture (if there is no evaluation)
[7] e.g. business management, copyright, etc.
[8] Mandatory course for Phd's from 22/2/2022
[9] e.g. project management, word, mind mapping, etc.
[10] The name of the doctoral student must be included on the cover page. The maximum number of points does not limit the Bachelor or Master theses that can be supervised.

	Organization of scientific activity	0.5p/activity	
	International project proposal [11] for UAntwerp	2p	
	National project proposal [12] for UAntwerp	1p	
	FWO fellowship (fundamental or SB) - Proposal - Fellowship granted[13]	 1p 3p	
D. Personal efficiency	Course[14]	0.1p/hour	0.7p/day
	Scientific publication with 'peer review' (A1, H1, L1, Ma1, N1, P1)[15]: - 1st author (or equivalent) - Other author	 3p 1p	
	Scientific publication without 'peer review' (A2, A3, E, H2, H3, L2, L3, Ma2, Ma3, Me1, Me2, Me3, N2, N3)[16]	1p	3p
	Science-popularising publication (K)[17]	1p	
	Patent[18]	3p	
	Non-written output[19]	1p	
E. Communication skills[20]	Course[21]	0.1p/hour	0.7p/day
	Language training relevant for own research[22]	0.1p/hour	5p

[11] Only if the project was granted, fits within the research of the doctoral student, and with sufficient proof that the doctoral student is the main author of the proposal (e.g. confirmation by the supervisor).
[12] See 12
[13] If the fellowship is granted, the point issued to the initial proposal expires. Meaning a maximum of 3 points can be rewarded per proposal.
[14] e.g. stress management, time management, achieving your goals, etc.
[15] Only accepted publications, included in the academic bibliography of the UAntwerp are eligible. Add the link to the repository as proof. P2 en P3 are not eligible for points. https://www.uantwerpen.be/en/library/research/academic-bibliography/
[16] See 15
[17] See 15
[18] See 15
[19] Included in the academic bibliography and only if no written output is available.
[20] Presentations are only eligible if the doctoral student personally does the presentation. Presentations via web conferencing are eligible like any other presentations.
[21] e.g. presentation skills, writing, communication, powerpoint, speed-reading, webdesign, writing proposals, writing coaching
[22] The necessity of the language course for one's own doctoral research needs to be shown.

	Teaching in higher education or practical and educational guidance[23]	0.2p/hour	4p
	Lecture at international academic conference[24]	3p	
	Lecture at national academic conference[25]	2p	
	Poster presentation - at international academic conference - at national academic conference	2p/poster presentation 1p/poster presentation	
	Science popularizing presentation by means of panel discussion (incl. companies, civil society, professional organization) or UAntwerpen research seminars and other internal presentations[26][27]	0.1p/hour	3p
	Participation doctoral day of the Faculty of Design Sciences	0.5p/doctoral day	1p
F. Networking and teamwork	Course[28]	0.1p/hour	0.7p/day
	Research stay	0.5p/5 working days	5p
	Service provision industry/business/practice	0.1p/hour	0.5p
	Participation in trade shows[29]	0.1p/hour	0.7p/day
G. Career management	Course[30]	0.1p/hour	0.7p/day
	ECHO assistant training[31]	6p	6p
	Attend academic conference	0.2p/day	
	Service provision industry/business/practice	0.1p/ hour	0.5p

[23] "Mentoraat-plus" can be included here.
[24] Leading a session or panel discussion must be registered in competence category C. Research Management: Organization of scientific activity
[25] See 24
[26] See 24
[27] UAntwerpen research seminars or other internal presentations need to be organised at least at faculty level. Internal presentation at e.g. research group level are not eligible for points
[28] e.g. leadership and teamwork
[29] The trade show needs to be relevant within the field of the PhD
[30] e.g. job searching techniques
[31] With a certificate in educational professionalization, i.e. if you have successfully completed (at least) six educational themes.

No points:	- Exam jury or supervision; - Membership of a peer review committee; - Being webmaster of a website; - Award for article / publication; - Interviews for a wider audience; - Interview national / Flemish / Walloon radio or national / Flemish / Walloon written press; - Press conference on project; - Stakeholder meetings, presentations for steering groups / sounding board groups; - Social media (blog, facebook, website, etc.); - Evacuation responsibility training; - Conversations with contacts from the own work field; - Jury member

In general, the following rules apply:

- Point distributions are determined by the Faculty Doctoral Committee of the Faculty of Design Sciences and apply to all doctoral students within the Faculty of Design Sciences.
- The above list of activities is not exhaustive. If an activity has not been included, a motivated request can be made by the doctoral candidate for the number of points to be awarded.