



Doctoral education @UAntwerp: the doctoral study programme

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ADS Doctoral Day

March 2025

Mission Antwerp Doctoral School



The Antwerp Doctoral School (ADS) guarantees, through a **personalised doctoral study programme**, a **development of various competencies** in order for PhD researchers to maximise their **self-development, self-awareness and self-reflection**, which is beneficial to their PhD trajectory and career development.

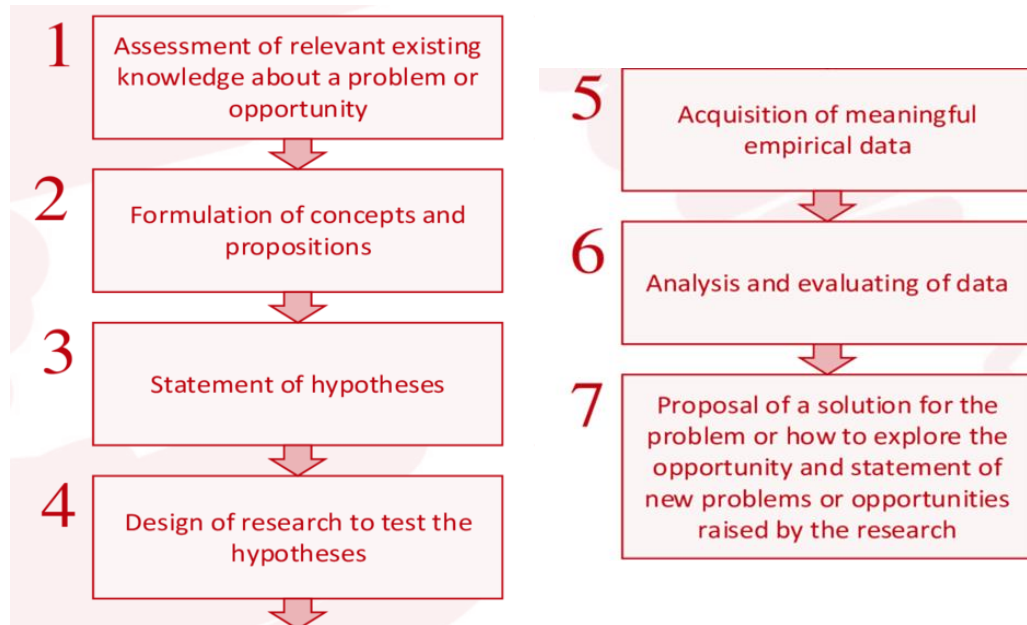
ADS supports all actors involved in the PhD trajectory on an **administrative, financial and psychosocial level**. In this respect, **mental health and well-being** are core principles.

ADS optimises PhD policies within the university **internally** as well as in a **cross-institutional context**, providing processes and structures to ensure a **high-quality PhD (trajectory)**.

The doctoral study programme

Doing a PhD at the University of Antwerp

Research



Supervisor(s) &

Individual PhD commission (IPC)

Doctoral study programme

Mandatory but flexible



Antwerp Doctoral School & peer review commission

Competence profile

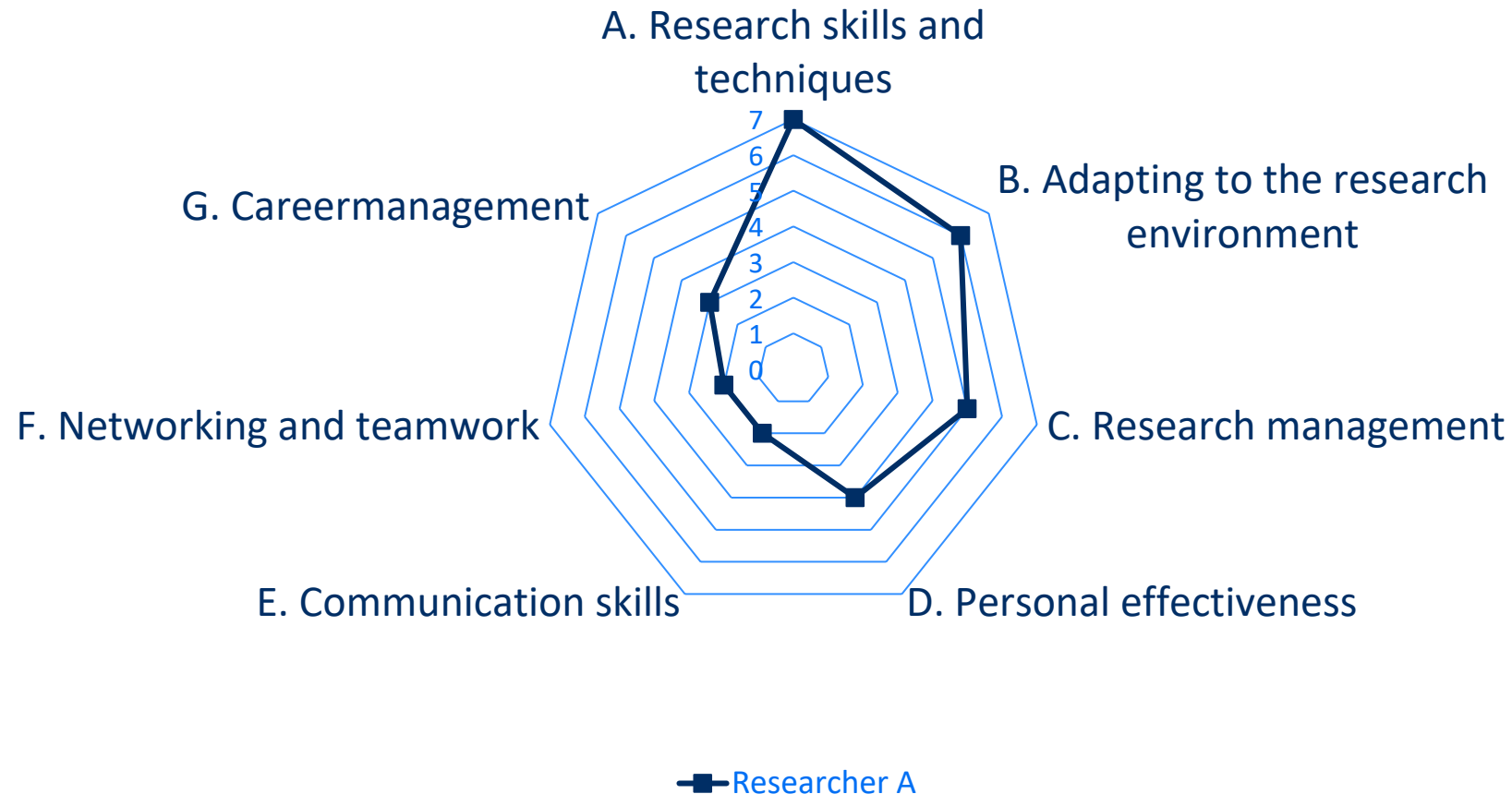
Based on the Joint Skills Statement (Vitae)



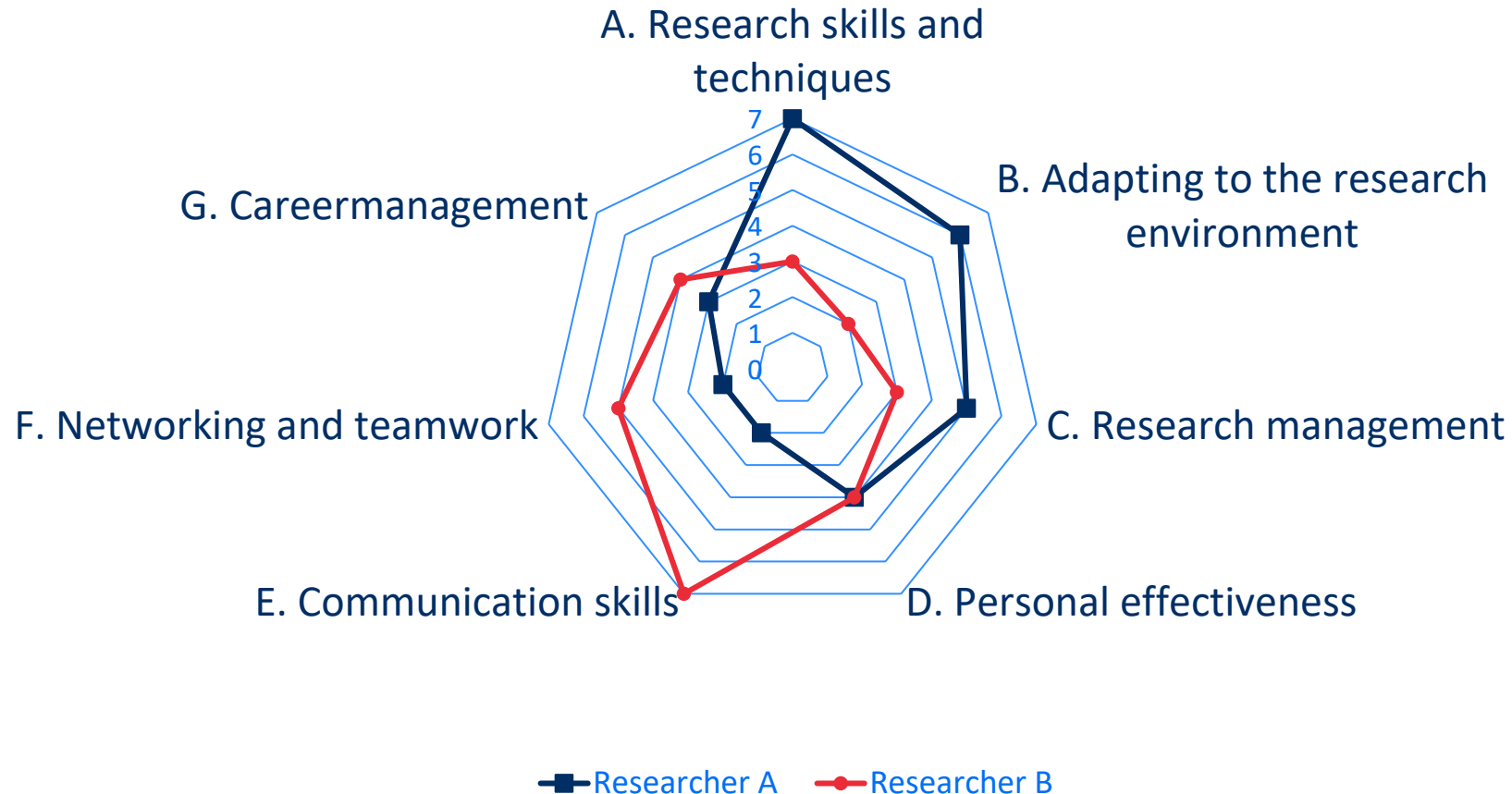
Vision



1. Identify training needs and set goals



1. Identify training needs and set goals



Parallel session: *“Personal development as a PhD researcher”* &
ADS course: *“My Personal Development Plan as a PhD researcher”*

2. Develop competencies – learning by doing



writing a
manuscript



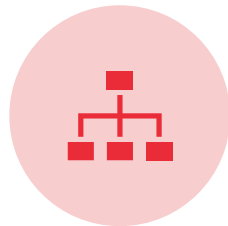
giving
presentations,



going to a
conference,



working together
in a research
group,



organising an
event,



...

2. Develop competencies – Training offer



- Course offer Antwerp Doctoral School
 - **Courses relevant for all disciplines.** Overview on the ADS website.
 - They are **free of charge!**
- UAntwerp course offer:
 - RIVA Dive-into programmes,
 - Linguapolis language training,
 - ...
- Interuniversity course offer:
 - FLAMES,
 - VAIA,
 - Mind the GAP,
 - ...
- Offered by **another university** or a **non-academic organisation** (if acknowledged by the Flemish Government)
 - See interuniversity training offer

More information in the session on associations, courses and initiatives

2. Develop competencies

- **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 proof.



Mind the GAP Podcast

Available on [Spotify](#) or [Apple Podcasts](#)



Spots available in ADS courses



- [Active Bystander Training](#)
- [Inside a company](#)
- [Intercultural competences](#)
- [Introduction to Data Management Plans](#)
- [Personal Development Plan](#)
- [Personal Effectiveness \(12h\)](#)
- [Speed Reading](#)
- [Writing Academic Papers](#)

Register via [SisA](#) Selfservice Student!



Webinar Networking for researchers by Jean-Luc Doumont (www.principiae.be)

Monday 17 March 2025, 2 pm – 4 pm CET – Online via Zoom

More [information](#) and [registration](#)

2. Develop competences

☰ Menu **nature**masterclasses



Professional development
training for researchers – via
online courses and workshops

nature masterclasses

Nature Masterclasses



- Professional development training for researchers via online courses and workshops
- Access for UAntwerp researchers since January 2023

2. Develop competencies – financial support

- **Educational credit!** (up to €1500 per PhD researcher)
 - → Check conditions and procedure on the [ADS website](#).
- **For international transport and accommodation** costs you are required to first apply for an **FWO travel grant** (cfr. slide 16)
 - → Check conditions and procedure on the [ADS website](#).

More information in the [explainer videos](#) & during the session “*All the practicalities to successfully conclude your doctoral study programme*”



fwo Research Foundation
Flanders
Opening new horizons



FWO funding for bottom-up initiatives

- **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)
 - Flow Chart with more info on [ADS-website](#)
- **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 competencies

- **Bottom-up initiatives to support young researchers**
 - Activities organised by individual researchers, a research group...
 - Possibility to obtain funding through “OJO call”:
 - Yearly call in **autumn**
 - **4 categories**
 1. Interuniversity initiatives
 2. Domain-specific trainings
 3. Career development initiatives
 4. Faculty initiatives



OJOcall@uantwerp.be



2. Develop competencies: examples of activities

D. PERSONAL EFFECTIVENESS	
<ol style="list-style-type: none"> 1. Demonstrate a willingness and ability to learn and acquire knowledge. 2. Be creative, innovative and original in one's approach to research. 3. Demonstrate flexibility and open-mindedness. 4. Demonstrate self-awareness and the ability to identify own training needs. 5. Demonstrate self-discipline, motivation, and thoroughness. 6. Recognise boundaries and draw upon/use sources of support as appropriate. 7. Show initiative, work independently and be self-reliant. 	
Examples of activities	<ul style="list-style-type: none"> * Author of a scientific publication * Editor or editorial board member * Patent * Receive an individual scientific prize
Courses offered by the Antwerp Doctoral School	<ul style="list-style-type: none"> * Time management (Dutch) * Achieving your goals and performing more successfully in your PhD (English) * Personal effectiveness (English) * Under pressure (English and Dutch course)
Courses and events offered by other departments of UAntwerp or other organisations	

www.uantwerpen.be/doctoral-study-programme

www.uantwerpen.be/doctoraatsopleiding

Consult your faculty PhD regulations to know

which activities can be accepted in your doctoral study programme and how many points can be awarded.

Example: faculty points table

Personal efficiency

Competence categories	Activity	Credits per activity	Maximum points	Enter in Sisa
D. Personal efficiency	Taking a course ¹⁰	0.1 per contact hour (0,5 p/ECTS)		Type: 1. Courses and career development Activiteit: Course
	Author or co-author of an article in a refereed academic journal, reader or series ¹¹	3 per published article		Type: 3. Publications and productions/creations Activiteit: Author
	Author or co-author of a refereed book or a chapter in a book	3 per book or chapter in a book		Type: 3. Publications and productions/creations Activiteit: Author
	Receiving a prize	0.2 per prize		Type: 5. Project proposals and recognitions Activiteit: Individual scientific prize
	Article in a non-refereed journal, reader or series ¹²	0.5 per published article		Type: 3. Publications and productions/creations Activiteit: Author
	Editor of a book or thematic issue of a journal (with or without peer review) ¹³	2 per book or issue		Type: 3. Publications and productions/creations Activiteit: Editor or editorial board member
	Review published in an academic journal	0.1 per article review 0.2 per book review		Type: 3. Publications and productions/creations Activiteit: Author
	Research report ¹⁴	0.5 per report		Type: 3. Publications and productions/creations Activiteit: Author

3. Reflecting on activities



- Which skills do you develop while supervising a master thesis?

3. Reflecting on activities

Moving onto a **next job** after your PhD will be easier if you:

- are **self-aware** of your strengths and weaknesses
- have (and are aware of) a wide range of competencies (“a broad professional profile”)
- can **explain the added value of your PhD** especially in a non-academic setting
- can demonstrate the **transferability** of your skills (e.g. see next slide)



Practical

- Doctoral Study Programme = mandatory but above all a **unique opportunity!**
- Yearly submission of progress report and evaluation by a peer review commission
- To complete the doctoral study programme:
 - **A minimum number of points** must be obtained to make it an equal effort for all PhD researchers
 - Points must be obtained **in different categories** to achieve a broad professional profile
 - You meet all requirements (e.g. max. points per category...) as laid out in the **faculty PhD regulations**

More information in the [explainer videos](#) & during the session *“All the practicalities to successfully conclude your doctoral study programme”*

Regulations, charters & guidelines

4. Charter for PhD researchers

- **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 general 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**
- **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**.

4. Charter for PhD researcher & supervisor

Appendix 1: Charter for PhD researchers

Introduction

The charter for PhD researchers prescribes common practice for all parties involved in the PhD process. This 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 charter is intended for and is endorsed by all key players in the PhD process at the University of Antwerp: the PhD researchers, their supervisor(s) and the representative of the research group. The commitments expressed in the charter are not legally binding, however.

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;
15. inform themselves about their role and responsibilities in the field of intellectual property and confidentiality, which can be found on the Antwerp Doctoral School website, and to reach out to the Valorisation Office (Technology Transfer Office - TTO) in case of questions or for further assistance regarding these matters.

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 75c), 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;
20. if the nature of the research requires confidentiality, in consultation with the Valorisation Office and prior to the discussions by the IPC, contact the chair of the IPC to take the necessary measures to maintain confidentiality.

5. Research integrity and ethics

- **Integrity charter** for PhD researchers and supervisors of UAntwerp
 - Part of the [university's general PhD regulations](#)
 - Basic principles of the [Code of Ethics for Scientific Research in Belgium](#) and the [European Code of Conduct for Research Integrity](#) (the ALLEA code)
- **Mandatory Mind the GAP course**
- **Ethical approval** might be needed for your research:
 - [Committee for Medical Ethics](#)
 - [Ethical Committee for Animal Testing](#)
 - [Ethics Committee for Social Sciences & Humanities](#)
 - [Ethics Committee for Misuse, Human Rights & Security](#)
- **To report an infraction on scientific integrity:** [Committee Scientific Integrity](#)

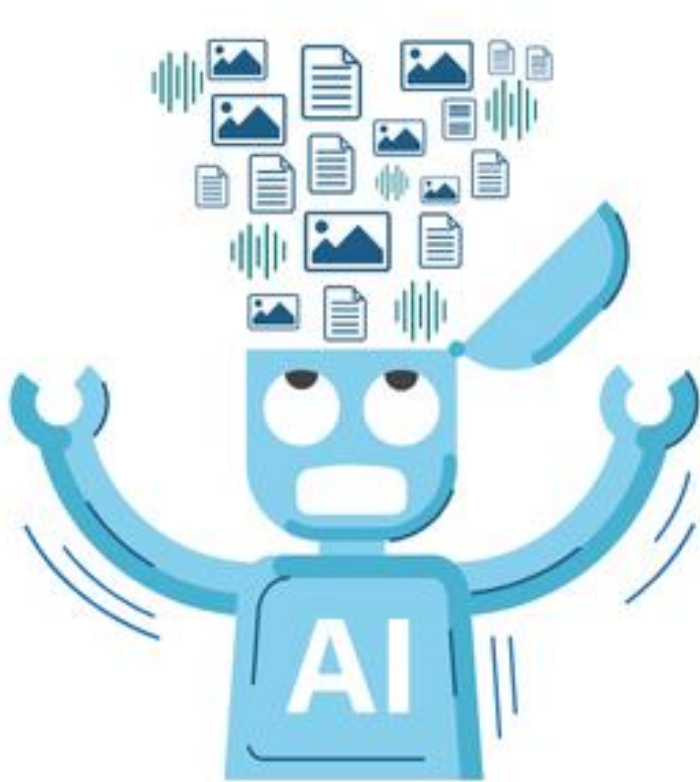
5. Authorship guidelines in research

Authorship guidelines

- UAntwerp Authorship guidelines in research
 - Find the [Authorship guidelines](#)



5. Artificial Intelligence (AI) guidelines in research



Guidelines on Artificial Intelligence (AI)

- UAntwerp guidelines on the use of (generative) Artificial Intelligence (AI) in research
 - Find the [AI guidelines](#)
- ! Crucial to mention the use of AI in the **methodological section** of publications and the dissertation

Contact information

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

Antwerp Doctoral School

Helps PhD candidates complete the PhD successfully and prepares for their future career inside or outside academia



6. Information | monthly ADS newsletter (via student account!)

ADS Newsletter March 2025



Your monthly update from the Antwerp Doctoral School on events, workshops and valuable resources to support your doctoral journey.

Deadline Progress Report DSP

All PhD researchers are required to submit a progress report for their Doctoral Study Programme (DSP) each year. Even if you have no activities to report, you must still submit a (blank) report in SisA.

After this deadline, submission will no longer be possible, and you will have to wait until next year. Make sure to mark your calendar!

For accurate entry of your activities in SisA, please check your faculty's points table and the list of valid supporting documents, available on our [website](#).

📅 Deadline: 1 May at 23:59 CEST



6. 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

6. Team ADS

Policy, career development

Dr Kristien Daems



Policy, ePhD, OJO call

Dr Stephan Missault



YUFE

Dr Ynte Vanderhoydonc



**Communication, joint PhD,
doctoral study programme**

Katleen Anthierens



**ADS courses, communication,
doctoral study programme**

Catherine Bayart



**Joint PhD, educational
credit, communication, OJO call**

Jana Cuyvers



**Educational credit,
OJO call, joint PhD**

Kristel De Poorter



**Joint PhD,
educational credit**

Simone Kramer



**ADS courses,
doctoral study programme**

Jeannine Veenendaal



Coordination, YUFE

Dr Karla Tersago



7. 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...



Faculty ombudspersons or academic contacts (faculty): advice, contact in case of problems with supervisor...

7. 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



Central (or faculty) ombudsperson

More information in the next session on wellbeing initiatives

7. Need help? – Peer researchers



Representation of PhD researchers

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

More information in the session on associations, courses and initiatives

