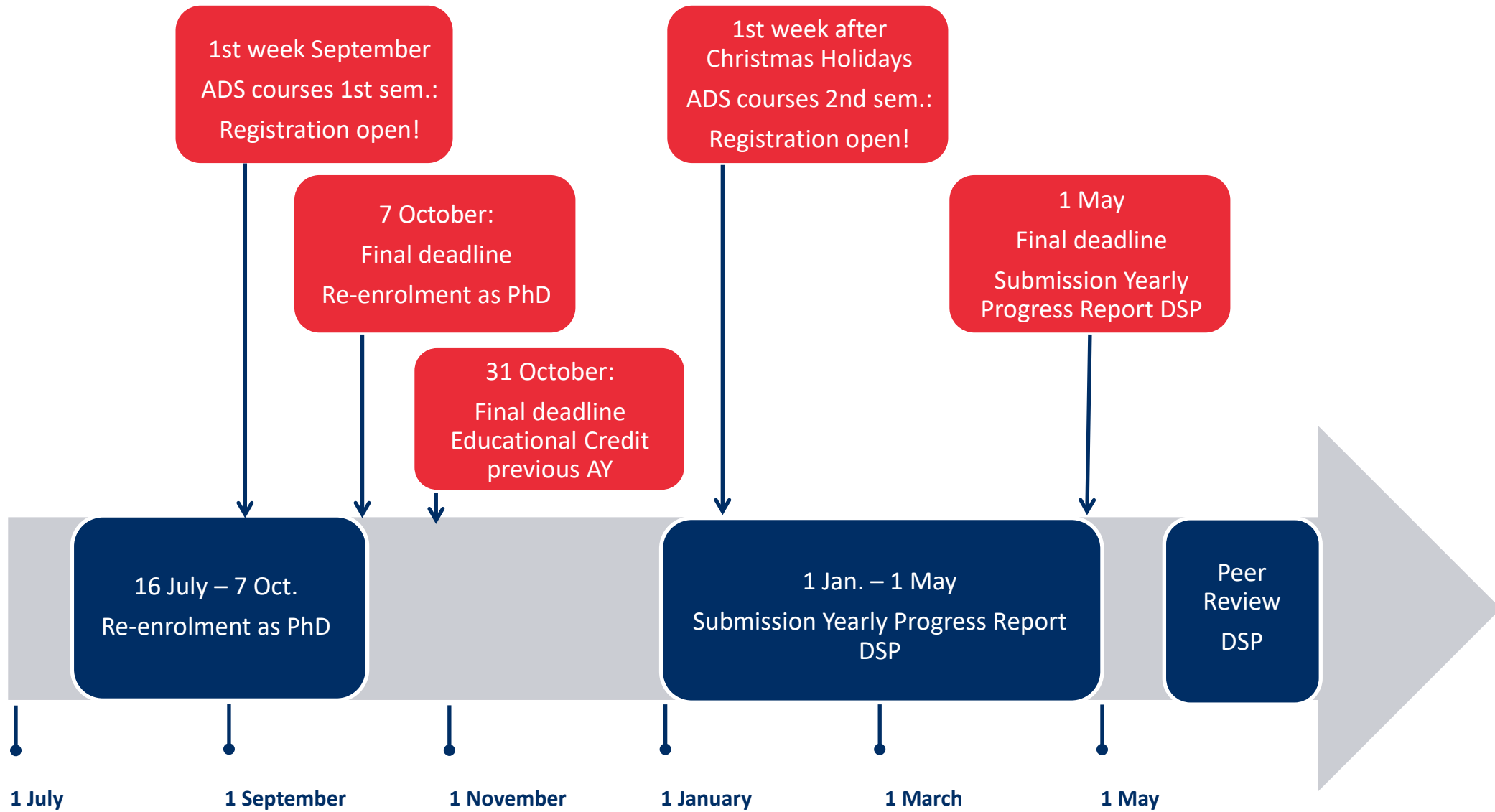




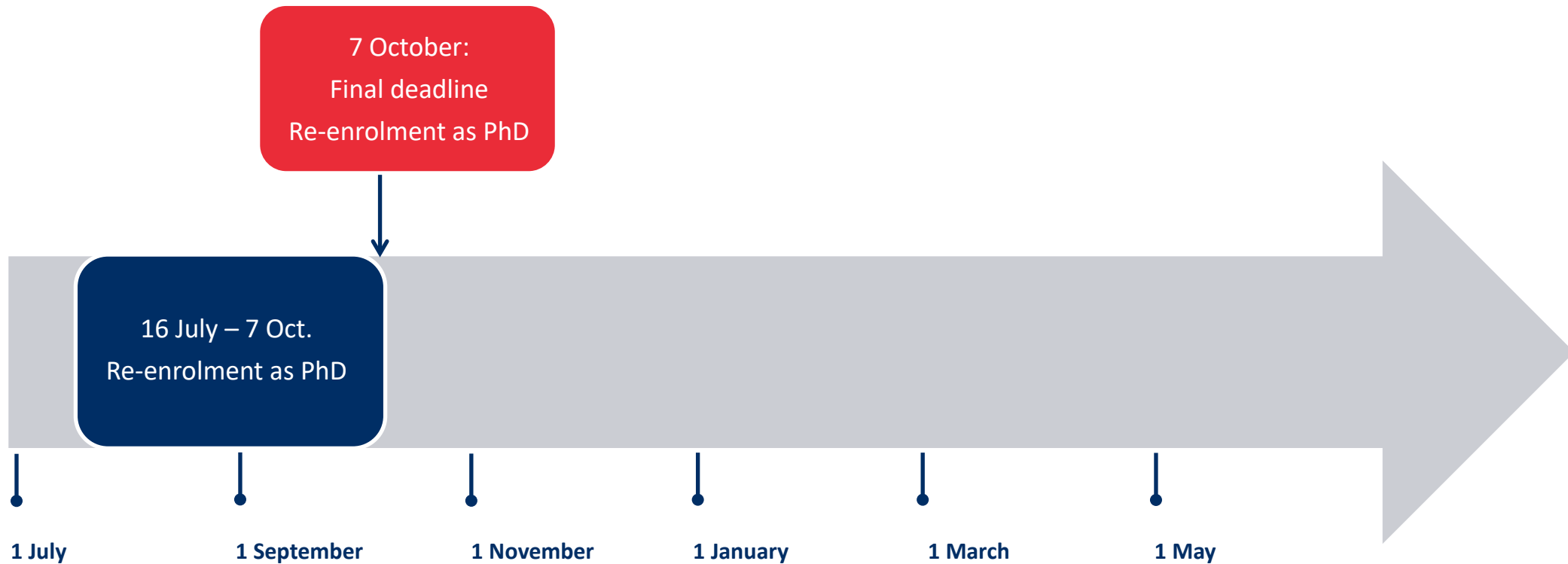
**All the practicalities to
successfully conclude your
doctoral study programme**

Aim

- Additional tips & tricks (>< explainer videos on website)
- Based on FAQs
- Focus on annual deadlines
- **WHY** instead of HOW



1. General FAQs





Why (re)enrol as a PhD student each academic year?

- **Necessary for access to SisA (ePhD), Blackboard, student email account**
 - To enrol in ADS courses
 - In the loop of all communications
- **DEADLINE = 7 October**
 - Easiest way to (re)enrol
 - No additional permission from faculty necessary

Why use the student email address?

- **Firstname.Lastname@student.uantwerpen.be**
- **Not all PhD researchers have a staff appointment**

- **TIP: In case of rare use, forward emails automatically via a rule in Outlook/webmail**

Why use the shared mailboxes of the ADS?

- To ensure the quickest follow-up

DoctoralSchool@uantwerp.be	<ul style="list-style-type: none">• General questions• Doctoral study programme• Educational credit
ADScourses@uantwerp.be	<ul style="list-style-type: none">• ADS courses• Interuniversity events
JointPhD@uantwerp.be	Joint PhD
OJOcall@uantwerp.be	OJO call

Find your way

Registrar's Office	<ul style="list-style-type: none">• Enrolment as PhD student• Helpdesk NL: https://studhelp.uantwerpen.be/inschrijvingen/• Helpdesk EN: https://studhelp.uantwerpen.be/ro_helpdesk/• Questions regarding diploma: diploma@uantwerp.be
HR Department	<ul style="list-style-type: none">• Registration staff appointment (if applicable)• Questions regarding vacation,...• dpo@uantwerp.be
International Relations Office	<ul style="list-style-type: none">• Questions regarding visas,...• internationaloffice@uantwerpen.be

2. ePhD

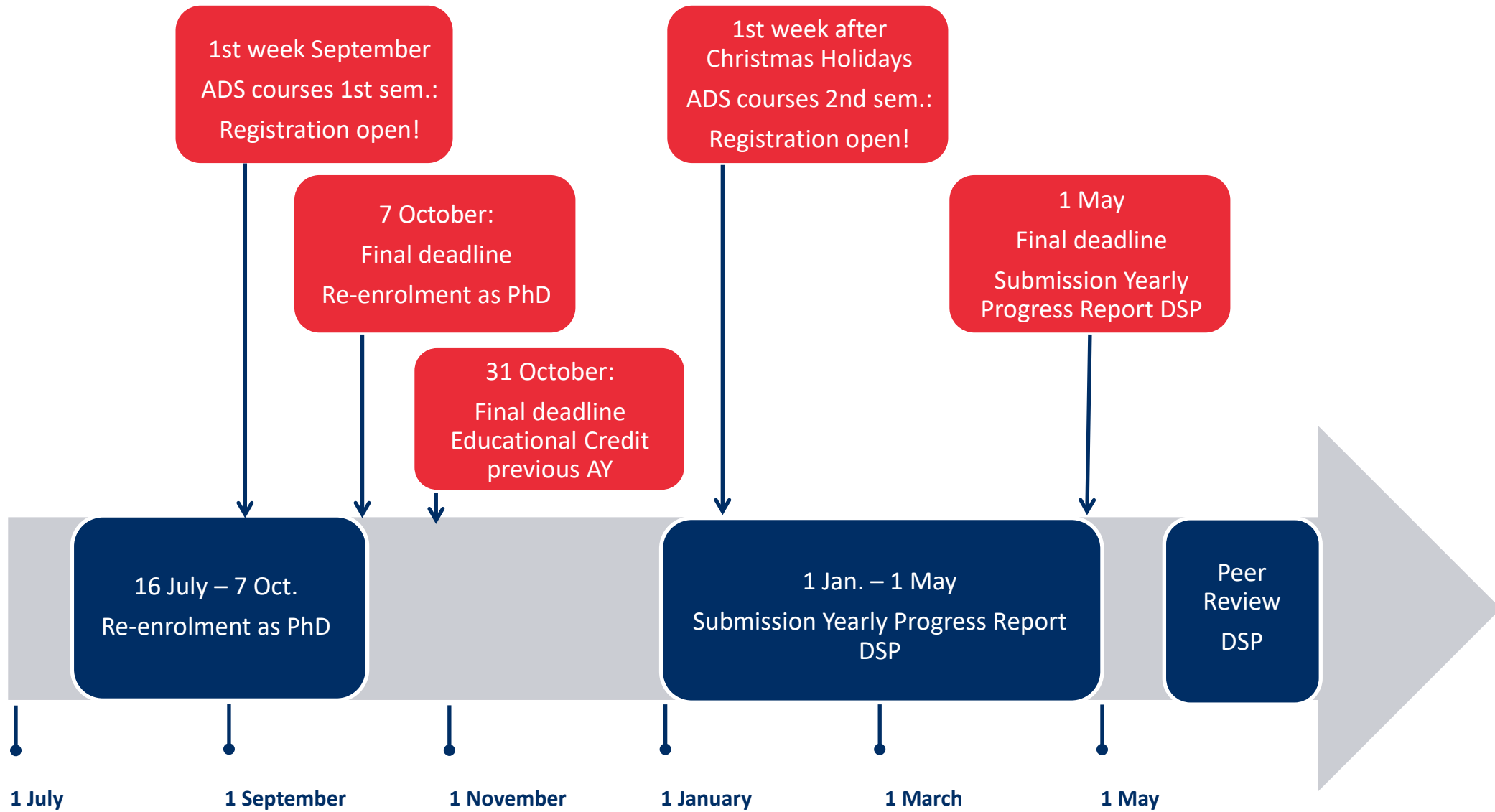
Why does ePhD exist?

- **Overview of milestones**
- **Follow-up of your deadlines = easier to manage**
- **More transparency**

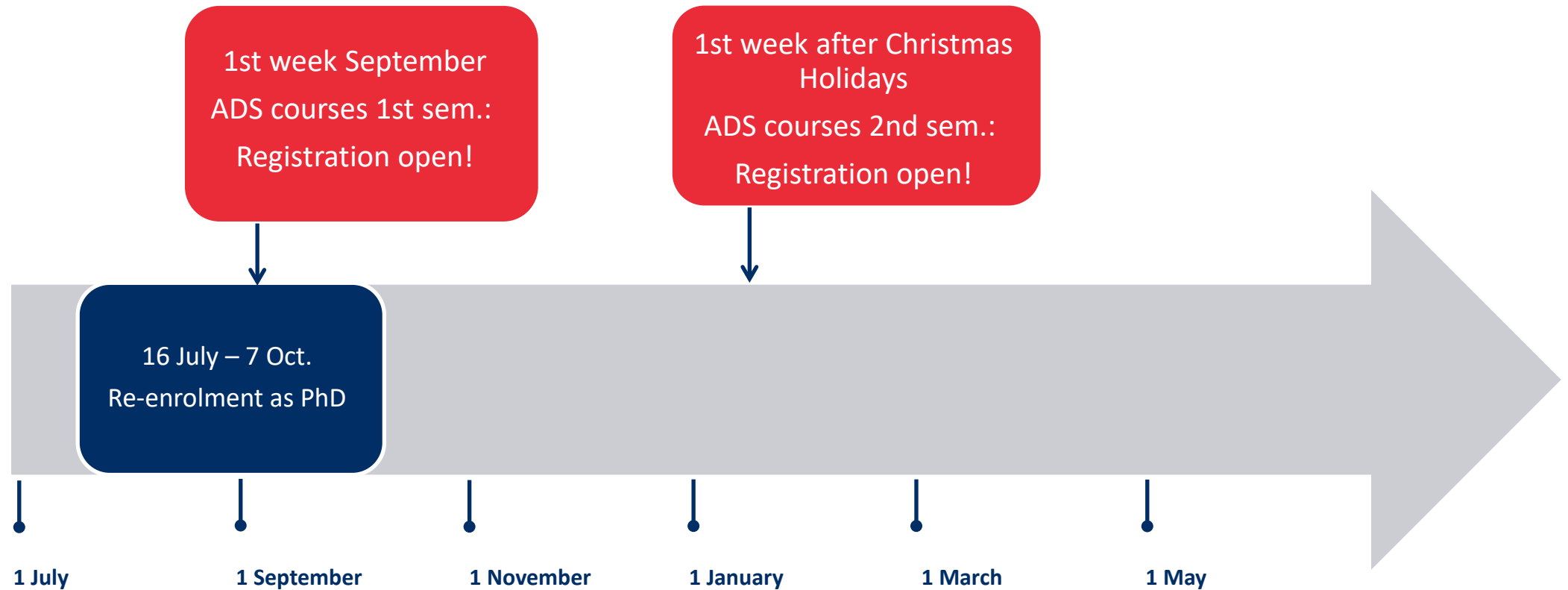
- **IMPORTANT: All milestones completed on time = diploma available soon after successful PhD defence**

Why should I make sure that the info in ePhD is correct?

- = info on your official PhD diploma!
- Check **full name & thesis title** when pop-up appears for the announcement of your public PhD defence!



3. ADS courses



Tips & trick to enroll in an ADS course



- **2x/year: opening registrations**
- **Next: 5 September 2023**
- **(Re-)enrolled as a PhD student**
- **Be quick**



- **Waiting list**

 - = list of interested PhD researchers

 - = to fill available spots

 - ≠ guarantee of place next semester

- **Cancellation policy**

- **Other training opportunities (e-learning, interuniversity events...)**

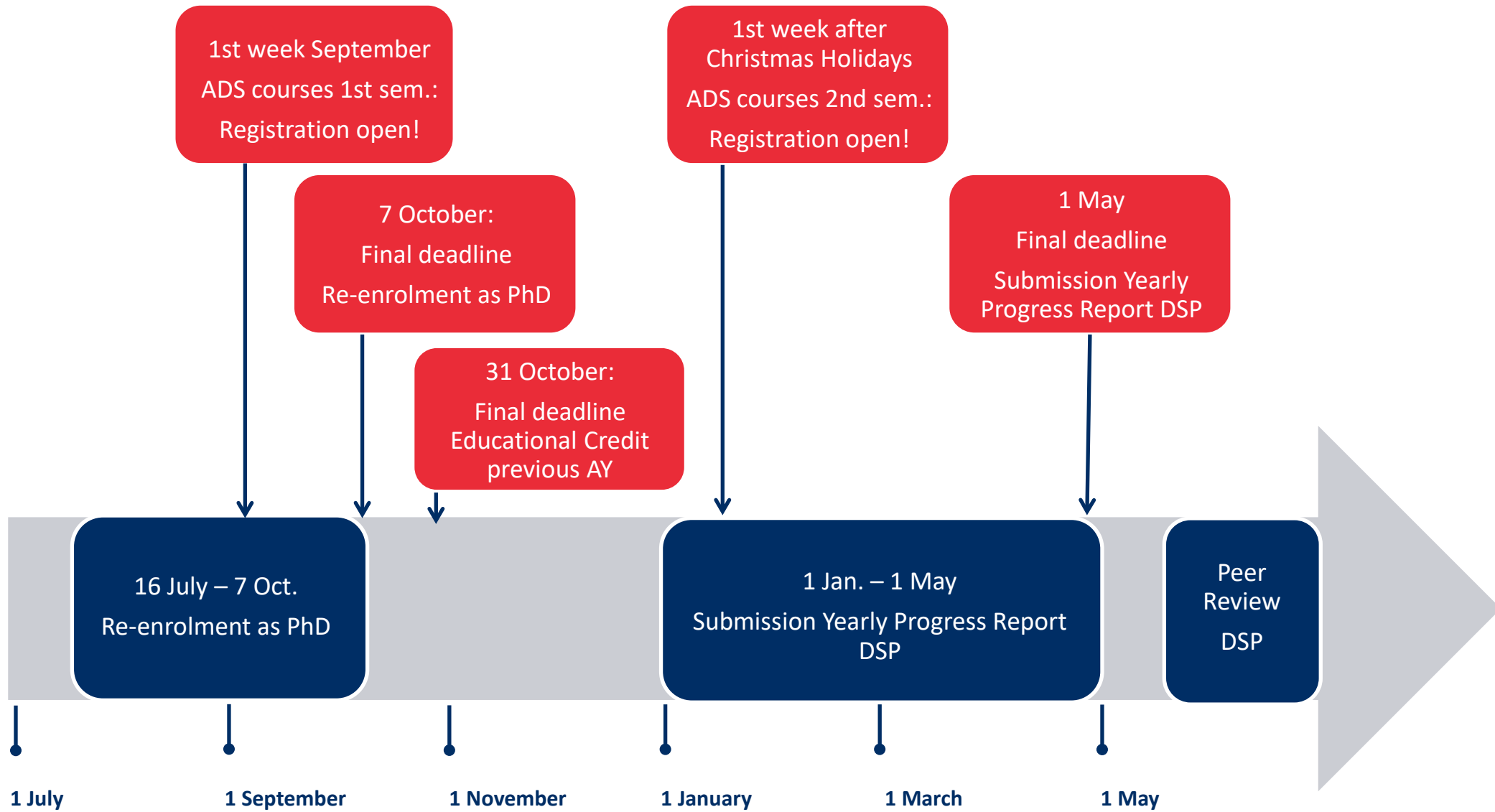




- All communication to your **student e-mail address**

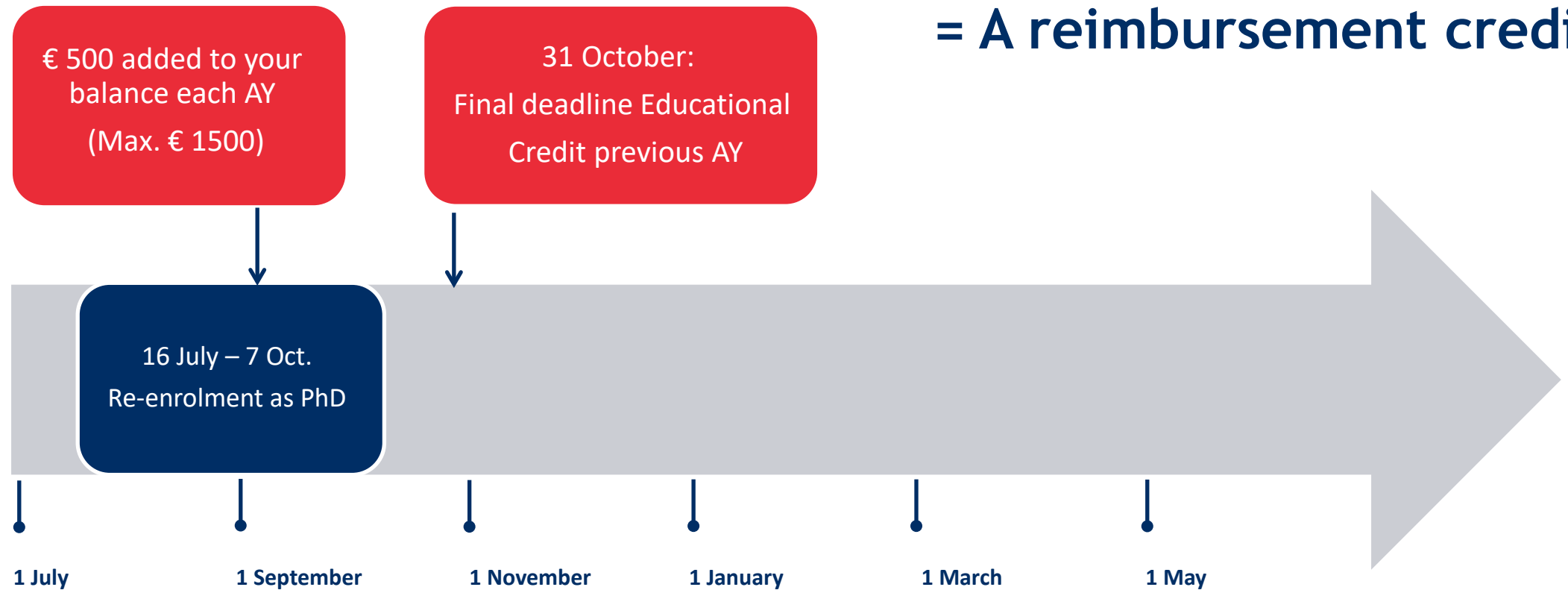
- Contact us:

ADScourses@uantwerpen.be



4. Educational credit

= A reimbursement credit



Doctoral study programme

[Training offer](#)

[Regulations training offer](#)

Educational credit

[Reimbursement requirements](#)

[Reimbursement procedures](#)

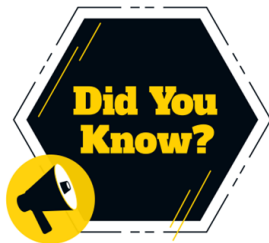
[How to report activities \(procedure\)](#)

Educational credit

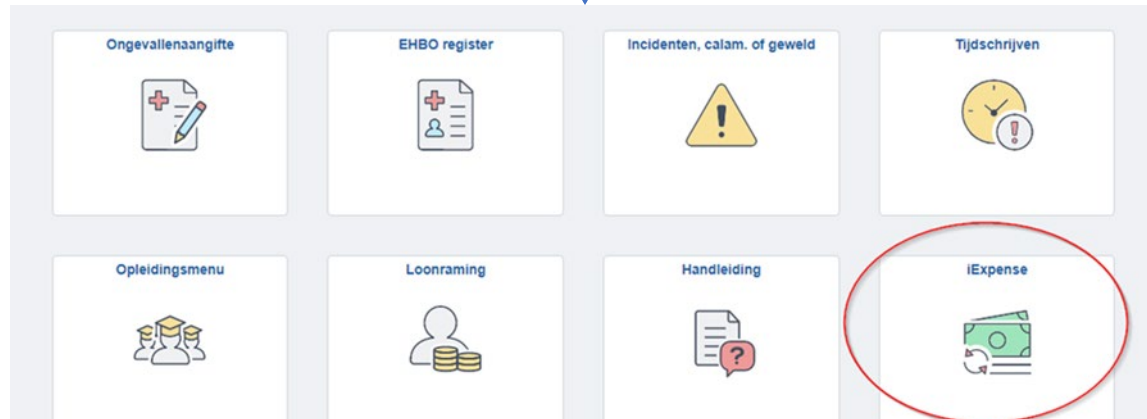


VIDEO: Educational credit

Reimbursement of costs = procedure of the financial department



UAntwerp staff



No UAntwerp staff = third party

UNIVERSITEIT ANTWERPEN | CAMPUS MIDDELEWEN
FINANCIAL DEPARTMENT | ACCOUNTS PAYABLE
MIDDELEWENLAAN 1 | B-2020 ANTWERPEN

DD digital division

VOUCHERNUMMER: []
ADPN: []

TOESTELFAMILIE: REMUNERATION + EXPENSES

PROCESNUMMER: []

BARCODE: []

DATE: [] DOCUMENT NUMBER: [] TOTAL AMOUNT: € 0,00

NAME: [] FIRST NAME: [] LEGAL ADDRESS: [] RESIDENCE ADDRESS: [] NATIONALITY: [] NATIONAL REGISTER NR: [] SPOUSES NAME: []

BANKACCOUNT / BANK: [] BIC / SWIFT: [] ABA ROUTING NUMBER: [] IBAN NUMBER: [] BANK NAME: [] BANK ADDRESS: [] E-MAIL: []

UA EMPLOYEE: PART-TIME YES NO UA RELATIONSHIP EMPLOYMENT %: [] ACCOUNTING KEY: [] DEPT: [] UNIT: [] ACTIVITY / PROJECT: [] PROJECT TASK: []

REMUNERATION

DATE	JOB DESCRIPTION	CALCULATION	TOTAL
			0,00

MULTIPLE PAYMENTS PER YEAR: NO YES (YES = CONTACT UA LEGAL AUTHORITY FOR CONTRACT AGREEMENT)

TRAVEL EXPENSES

DATE	DEPARTURE	LOCATION	MODE OF TRANSPORT	CLASS	RATE / KM	TOTAL	REASON FOR RELOCATION
						0,00	

ACCOMMODATION EXPENSES

LOCATION	PERIOD	REASON FOR STAY	AMOUNT	DAILY ALLOWANCE	TOTAL
					0,00

OTHER EXPENSES

DATE	DESCRIPTION	TOTAL
		0,00

PERSON TO CONTACT: []

TOTAL ON BANKACCOUNT: € 0,00

SIGNATURE - BENEFICIARY: []

SIGNATURE - BUDGET MANAGER: []

Application file

Financial staff does a number of tax audits, therefore reimbursement requests require **supporting documents**.

A reimbursement file requires lots of supporting documents, we know!



Educational Credit = ADS Budget

- **ADS checks based on policy decisions:**
 - Application form complete & signed?
 - Amount application = amount iExpense or Remuneration note?
 - All costs eligible?
 - Sufficient credit?
 - Certificate of attendance?
- **VERY IMPORTANT for iExpenses = delegate to the correct secretary**
'ADS – Educational Credit'



University
of Antwerp

Doctoral study programme

APPLICATION FORM
EDUCATIONAL CREDIT

Identification applicant

Student number: 20

Name:

E-mail:

Faculty or department:

Campus:

Identification activity

Name activity:

Dates: From To

Location (city+country):

Amount requested

EUR

Digital signature applicant

Date:

Digital signature supervisor

Name:

I declare on "good conscience" that I will offer these costs for reimbursement through my education credit only:

Eligible & non-eligible costs

- Both are well-defined on our website.
- General rule for reimbursement: activity must have **learning component**.
 - It must add to a specific competence.





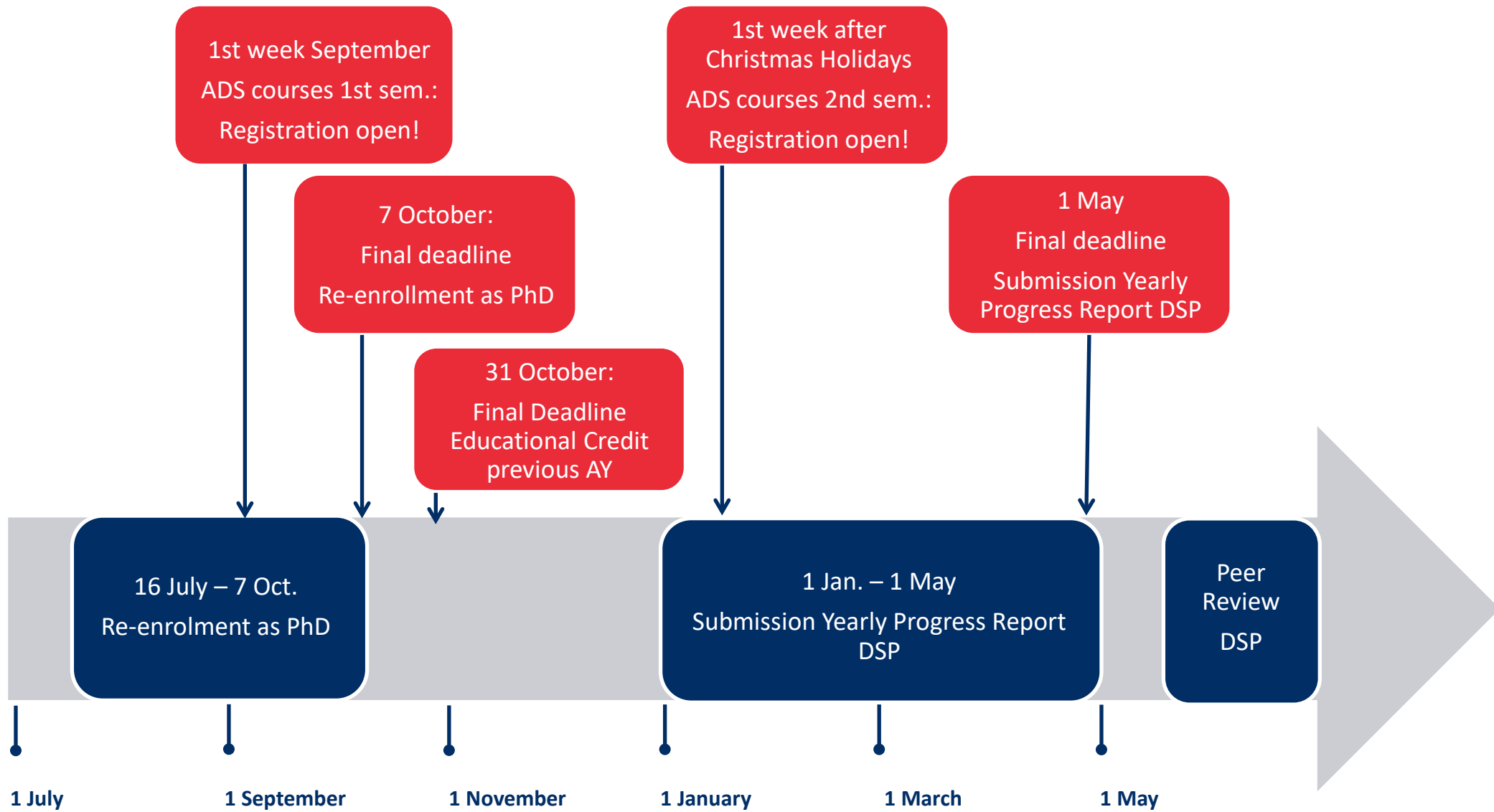
Special attention points

- **NEW travel procedures for all UAntwerp staff members**
 - Reimbursement procedure stays the same
 - Contact Annik De Meyer of Tago Travel (ademeyer@uniglobetagotravel.be)
 - Invoice in your own name
- **StatUa & Linguapolis courses**
 - Direct payment from the balance of your educational credit IF you mention that you are a PhD student at UAntwerp

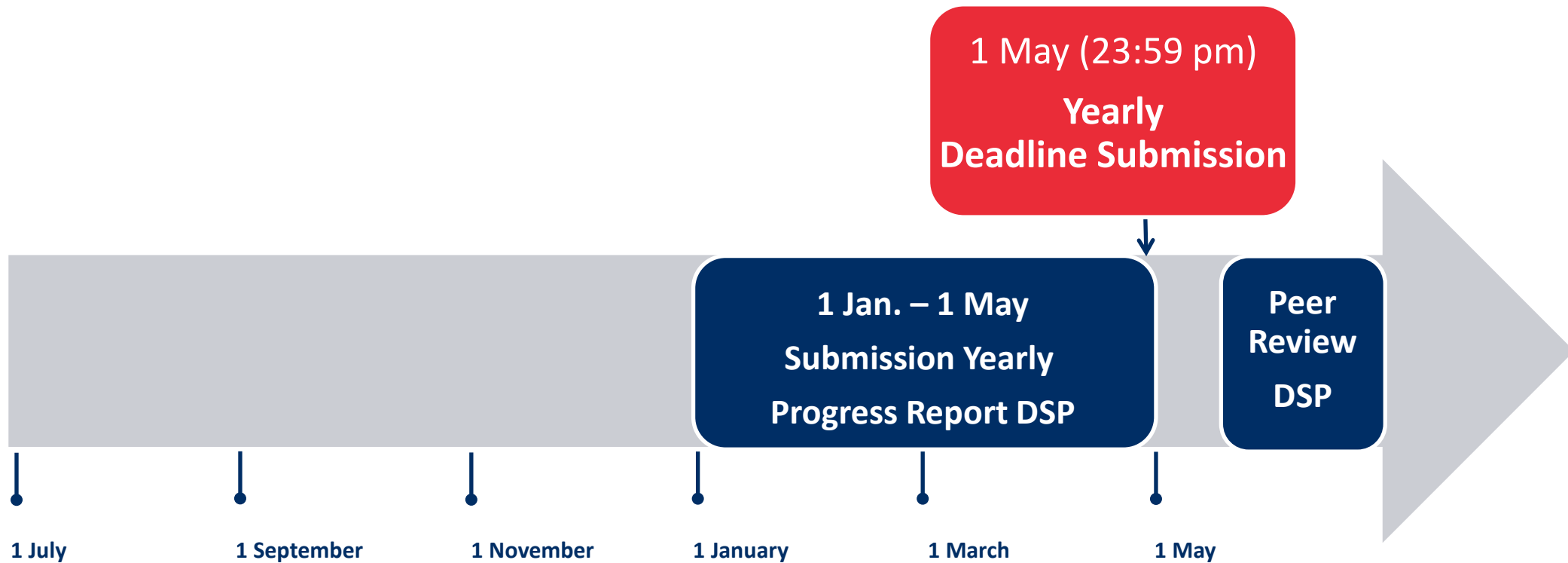
Conclusion

A complete & correct reimbursement application leads to a **quick payment**.





5. Doctoral study programme: progress report



I thought I already submitted my Progress Report?

2 REPORTS:

- **Progress report on PhD research**
 - Organised by faculty
 - Evaluated by Individual PhD Commission
 - At least every 2 years
- **Progress report on Doctoral Study Programme (DSP)**
 - Organised by ADS (except BE, IOB and Law)
 - Evaluated by annual Peer Review Commission

I thought I already submitted my Progress Report?

2 STEPS:

- **Fill in each activity separately (build portfolio)**
 - All year around
- **Submit your annual progress report DSP**
 - Between January 1st and May 1st (23:59 p.m. CET)



Why filling in each activity separately?

- Different competence categories per activity
- Proof is specific to each activity
- Better overview in activity list
- Allow peers to review clear information





Why is my picture not valid proof?

- **Proof needs to be conclusive**
 - Everybody needs to be able to validate the proof
- **Proof needs to contain necessary information:**
 - You
 - Did the activity
 - On date & hours (if points calculated per hour)
- **Better "screenshot" than URL (e.g. webinar)**

Do I really need to submit a report each year?

- **Mandatory**
- **Only max. 30 activities per year**
- **Not possible to validate activities without peer review**
- **No surprises at the end of your trajectory**



Why is there a deadline for submission?

- After submission, the report is checked by the Peer Review Commission **in May/June**
- **Alert via student e-mail**
 - Reminders for deadline of submission
 - After review has taken place

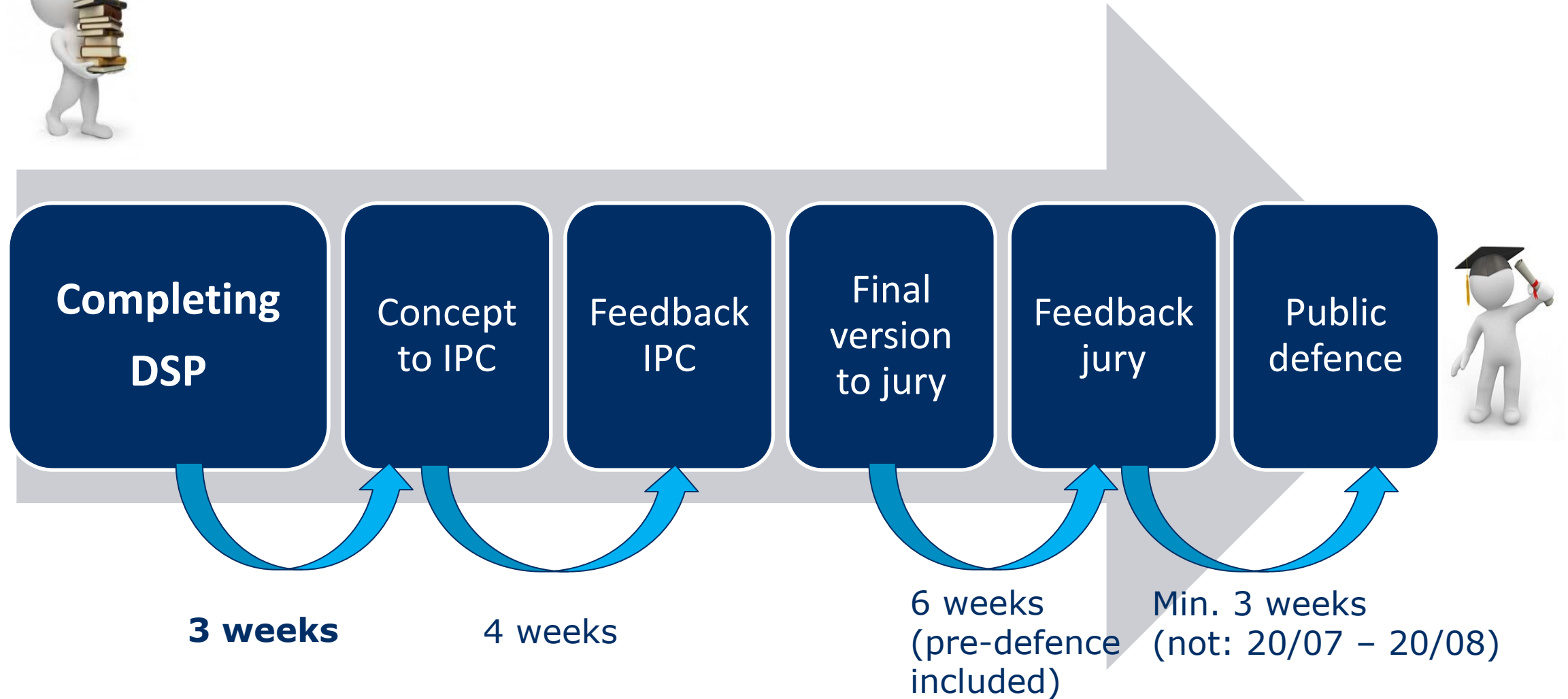
What is the "peer review" and why should I be in it?

- Committee of peers to evaluate reports
- Relevant knowledge of your faculty peers
- Learn a lot about report/filling in activities

➔ Please volunteer!



Timeline defence (= individual!)

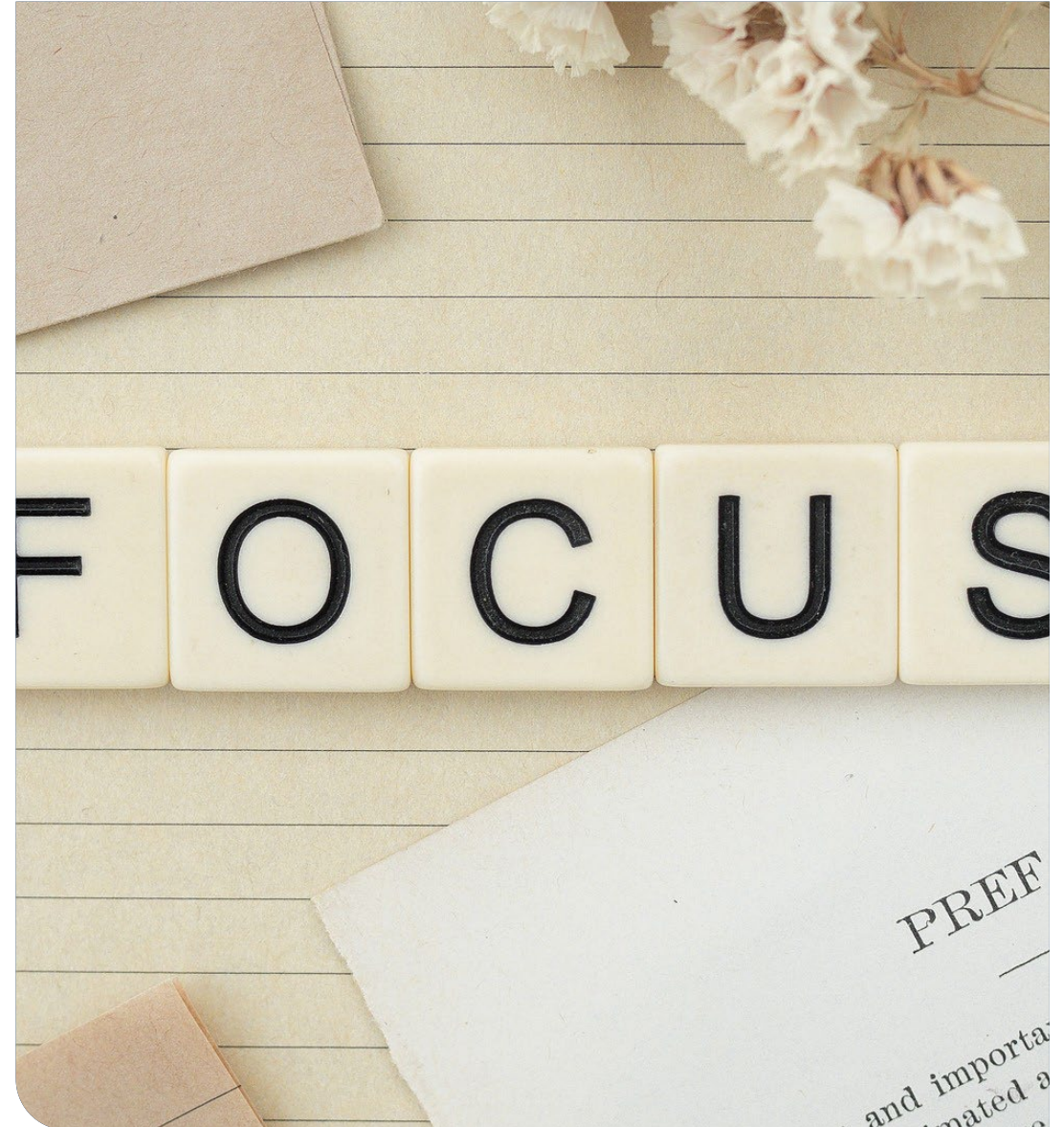


Why is DSP not completed automatically? What do I need to do?

- Possibility to gain more than minimal requirements
- Important for overview (self-reflection on what overview should look like)
- Provide necessary documents
- Responsibility of PhD student
- Is an ePhD milestone: DSP to be completed **before** composition of the jury

Why closing DSP so early in the defence process?

- DSP can closed year(s) before the defence (consequences)
- Better focus during defence procedure
- Getting a doctorate includes:
 - Completion of DSP
 - Successful defence of your research





Why does ADS need to check it?

- **Maximums in faculty regulations**
- **Minimal requirements:**
 - Min. 30 points
 - Min. 1 point in min. 4 categories
 - Max. 50% of points in 1 category
- **Add to SisA to complete milestone**
- **Certificate is part of PhD diploma file**



Thank you!