DOCTORAL STUDIES AT THE FACULTY OF PSYCHOLOGY AND EDUCATIONAL SCIENCES

A BRIEF INSTRUCTION MANUAL FOR DOCTORAL STUDENTS AND SUPERVISORS

Version of January 10, 2018

Overview

This instruction manual provides the major guidelines for doctoral students and supervisors on:

1) the first enrolment for the doctorate
2) the annual re-enrolment for the doctorate
3) the Doctoral Training Programme
4) changes to the enrolment for the doctorate
5) the faculty research afternoon
6) doctoral advisory committee
7) submission of the doctoral dissertation and the doctoral examination

More information about the Faculty’s doctoral regulations, the data management plan and the calendar of the Faculty can be found on [http://www.fppwdocs.ugent.be/fppw/](http://www.fppwdocs.ugent.be/fppw/)

General information about doctoral research at the Faculty of Psychology and Educational Sciences (FPPW) can be found on [https://www.ugent.be/pp/en/research](https://www.ugent.be/pp/en/research)

General information about doctoral research at Ghent University (e.g. Doctoral Training Program, doctoral examination) can be found [https://www.ugent.be/en/research/doctoralresearch](https://www.ugent.be/en/research/doctoralresearch)

Information on education and the examination code (general and additional rules for the FPPW) can be found on [https://www.ugent.be/student/nl/studeren/regelgeving/overzicht.htm](https://www.ugent.be/student/nl/studeren/regelgeving/overzicht.htm)

Reports of the Doctoral Committee and the Faculty Board meetings (Dutch only) can be found on [https://plomino.ugent.be/documentenbeheer](https://plomino.ugent.be/documentenbeheer)
1. First enrolment for the Doctorate

1.1. For holders of a Benelux diploma

For Belgian and foreign doctoral students who hold a Benelux diploma, the first enrolment procedure for the doctorate consists of three steps: 1) apply for approval by the FPPW; 2) first enrolment for the doctorate; 3) first enrolment for the Doctoral Training Programme (Doctoral Schools). Step 2 and 3 are done simultaneously.

1) Apply for approval by the FPPW: The doctoral student needs to apply for approval for the first enrolment for the doctorate in the FPPW by delivering two documents to the Dean (hand them over to the secretary of the Dean), who chairs the faculty Doctoral Committee. More specifically, the doctoral student should provide the faculty Doctoral Committee with a description of the doctoral research proposal of about one page and a completed Form to apply for the first enrolment for the doctorate in the Faculty of Psychology and Educational Sciences. Applications will only be taken into consideration if the two documents are provided and if the application form is filled out completely, legible and signed appropriately. After submission of the two documents the faculty Doctoral Committee discusses and advises the application, upon which the Faculty Board decides about the application to the first enrolment.

With regard to the application form for the first enrolment, the following points of interest must be specified:

- The doctoral student must provide information about the supervisor (an active member of the professional staff of the FPPW) and – if applicable – about the co-supervisor (postdoctoral researchers can only act as co-supervisor if they have at least three years of postdoctoral experience)
- Together with the supervisor, the doctoral student must propose a doctoral advisory committee. Regulations about the members of the doctoral advisory committee can be found in Article 5 of the Faculty's doctoral regulations.
- The doctoral student must specify the language in which the doctoral dissertation will be written. Normally, the doctoral dissertation is written in Dutch or in English. If the doctoral student wishes to write the dissertation in a language other than Dutch or English, a motivated request should be included in the application form
- The application form is only valid if it is signed by the doctoral student, the supervisor and the co-supervisor (if applicable).

Upon the advice of the faculty Doctoral Committee, the Faculty Board then decides about the application to the first enrolment. When permission is not granted, the Faculty Board will request that the application is amended before it is taken up into a future Faculty Board meeting. When permission is granted, the doctoral student must register immediately for the doctorate (step 2) and the Doctoral Training Programme (step 3).

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Version of January 10, 2018
2 + 3) After approval by the Faculty Board, the doctoral student needs to enrol for the doctorate and the Doctoral Training Programme. More specifically, the doctoral student, the supervisor and the co-supervisor (if applicable) need to fill in the form First enrolment for the doctorate and the Doctoral Training Programme, and provide the completed form to the Faculty Education Services Psychology and Educational Sciences (FDO). When confirmed by e-mail, the doctoral student can pick up the form at the FDO and deliver it to the Central Student Administration (Ufo-building, Sint-Pietersnieuwstraat 33, 9000 Ghent, Belgium). Students that obtained their Master’s programme degree at Ghent University during the past academic year can send the form to doctoraat@ugent.be. Other doctoral students need to hand over their form to the Central Student Administration at the Ufo-building (more information can be found at https://www.ugent.be/en/research/doctoralresearch/enrolment-doctorate#EnrolmentsasPhDstudent).

Although doctoral students do not have to enroll before the start of the academic year as for the regular programmes, it is advised to complete the registration immediately after the approval by the Faculty Board. The amount of the tuition fee for the first enrolment for the doctorate and Doctoral Training Programme can be found on https://www.ugent.be/current-students/en/administration/tuition/tuitiondoctorate.htm. The final step in the first enrolment procedure is to edit the curriculum of the doctoral training programme in OASIS (oasis.ugent.be).

<table>
<thead>
<tr>
<th>SUMMARY</th>
<th>Steps in first enrolment procedure</th>
<th>Actions to be taken</th>
<th>By whom</th>
<th>when</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Apply for approval by the FPPW</td>
<td>Provide following documents to the secretary of the Dean’s Office: - one page doctoral research proposal - Form to apply for the first enrolment for the doctorate in the Faculty of Psychology and Educational Sciences</td>
<td>Student &amp; supervisor</td>
<td>Student</td>
<td></td>
</tr>
<tr>
<td>2) First enrolment doctorate</td>
<td>- Deliver the First enrolment for the doctorate and the Doctoral Training Programme form to the Faculty Student Administration. - Deliver the First enrolment for the doctorate and the Doctoral Training Programme form to the Central Student Administration. - Pay the tuition fee - register through OASIS</td>
<td>Student &amp; supervisor</td>
<td>The entire enrolment procedure should be completed within the first academic year of the project</td>
<td></td>
</tr>
<tr>
<td>3) First enrolment Doctoral Training Programme</td>
<td>See step 2.</td>
<td>Student &amp; supervisor</td>
<td>Student</td>
<td></td>
</tr>
</tbody>
</table>

1.2. Foreign nationality and holder of a non-Benelux degree

Foreign doctoral students that do not hold a Benelux Master’s degree, should contact the Registrar’s Office at internationalstudents@ugent.be. The Registrar’s Office will provide the candidate with detailed information and will decide whether the PhDWizard procedure may be initiated. Detailed information on the enrolment procedure for holders of a non-Benelux degree can be found at the Doctorate (Ph.D.) webpage.

1.3. Joint doctorate

Doctoral students under the joint supervision of Ghent University and one or several other partner institutions must follow the procedures as described in Sections 1.1 or 1.2. The procedure can be found on the Ghent University website.

1.4. Interdisciplinary doctorate

A combined degree for an interdisciplinary doctorate is only allowed for combinations of minimum 2 existing degrees at Ghent University. Doctoral students should have 1 supervisor for each discipline that is involved and the interdisciplinary nature of the doctoral project should be motivated. After successful completion a degree ‘Doctor of [degree/discipline A] and of [degree/discipline B]’ will be awarded. In the case of an interdisciplinary doctorate, the requirements for the Doctoral Training Programme are established in consultation with the Faculty (or Faculties) concerned.

Detailed information on the interdisciplinary doctorate procedure can be found here.

2. Annual re-enrolment for the doctorate

Regardless of their type of funding or type of appointment, each doctoral student is required to re-enrol for the doctorate and Doctoral Training Programme every academic year, until the doctoral dissertation has successfully been defended. Doctoral students can only enrol for the doctoral examination if they have already been re-enrolled for the doctorate and the Doctoral Training Programme.

The re-enrolment procedure contains two steps: 1) completing the annual progress report; 2) re-enrolment through OASIS.

1) Annual progress report: Between 1 April and 30 June each doctoral student has to upload and submit the annual progress report. An approved progress report is a necessary prerequisite for the activation of the online re-enrolment for the Doctoral Training Programme and for the doctorate for the next academic year. For technical guidelines on how to complete this report, please consult the Guidelines for submitting the annual progress report. Once the doctoral student has submitted, the supervisor will need to approve the progress report and the Doctoral Schools Coordination Unit will check whether all requirements to

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1 https://www.ugent.be/en/research/research-staff/phdwizard

Version of January 10, 2018
the doctoral student’s curriculum have been fulfilled. Next, the doctoral student will be noti-
ified by email whether the status of his/her curriculum is ‘approved’. Only then, the doc-
toral student will be able to re-enrol online, simultaneously for the doctorate and the Doc-
toral Training Programme.

2) Re-enrolment through OASIS: You can re-enrol for an unlimited number of times, as long
as your progress report from the previous academic year has been approved. Detailed in-
formation on the re-enrolment through OASIS can be found here⁹. The tuition fee for the
re-enrolment for the doctorate and Doctoral Training Programme is € 0 (free of charge).

| SUMMARY |
|-----------------|-----------------|-----------------|-----------------|
| **Steps in re-enrolment procedure** | **Actions to be taken** | **By whom** | **when** |
| 1) Annual progress report | - Complete and upload annual progress report through OASIS | Student | Between 1 April and 30 June |
| | - Approve annual progress report | Supervisor & doctoral advisory committee |
| 2) Re-enrolment | Re-enrol through OASIS | Student | Between 15 June and 1 October |

3. The Doctoral Training Programme

After the first enrolment, the Doctoral Training Programme is imposed to every doctoral student of
the FPPW. Specific requirements about the Doctoral Training Programme at the FPPW can be
found in Article 7 of the Faculty’s doctoral regulations¹⁰. Detailed information about the Doctoral
Training Programme can be found on the website of the Doctoral Schools¹¹.

3.1. For holders of a relevant Master’s degree issued by a Flemish University

All doctoral students who hold a Master’s degree corresponding with the PhD degree they are
pursuing (e.g. doctoral students preparing a doctorate in psychology who hold a Master’s degree
in psychology) issued by a Flemish university are obliged to follow a compulsory Doctoral Train-
ing Programme with a minimum set of activities and courses. The compulsory programme con-
sists of at least:

1) Four research-related activities
2) Three specialized courses
3) Three transferable skills courses
4) Annual progress report
5) The doctoral defence

Detailed information about the content and requirements of the courses and activities can be found in Article 7§1 of the Faculty’s doctoral regulations\textsuperscript{12}. A catalogue of all the courses organized by the Doctoral School of Social and Behavioral Sciences can be found at the course catalogue webpage\textsuperscript{13}.

In general, the doctoral student needs to conduct two or three administrative steps for each course, i.e., 1) course registration; 2) application for course recognition (if applicable); 3) submission of the annual progress report and curriculum update.

1) Course registration: For each course, it is mandatory to register. The registrations are often on a first come first served base until the maximal number of participants is reached. Therefore, it is recommended to register as soon as possible. More information on the registration procedure can be found at the registration and recognition webpage\textsuperscript{14} of the Doctoral Schools.

2) Application for course recognition (if applicable): All courses that are not organized by the Ghent University Doctoral Schools can only be included in the Doctoral Training Programme if the course meets the quality requirements defined by the Doctoral Schools. Therefore, doctoral students should at all times submit an application for recognition. The application for recognition has to be submitted at least two months prior to the start of the course. In order to apply for recognition of a specialized course or a transferable skills course, the doctoral student must submit a motivated request through the registration and recognition webpage\textsuperscript{15} of the Doctoral Schools. Information on how to apply for recognition of specialized courses and transferable skills courses that are not organized by the Doctoral School, on how to apply for recognition of Master, subsequent master, doctoral training courses (regular course units) at Ghent University or another university can be found at the registration and recognition webpage\textsuperscript{16} of the Doctoral Schools.

3) Annual progress report and curriculum update: Each year, between 1 April and 30 June, the doctoral student is required to submit an annual progress report through OASIS. Next to the progress report, the doctoral student must also edit his curriculum, i.e., indicate which courses he attended and add proof of successful participation if applicable. A detailed overview on how to submit the annual progress report and how to edit the curriculum can be found at guidelines for submitting the annual progress report webpage\textsuperscript{17}. Information on which proof to provide for each course can be found at the registration and recognition procedures webpage\textsuperscript{18}.

At the end of the doctoral study, the doctoral student must submit his or her final progress report through OASIS at least 20 working days before the meeting of the Faculty Board. An appraisal committee consisting of the Director of the Doctoral School and the members of the doctoral advisory committee judges the value of the full Doctoral Training Programme with the exception of the doctoral defence. This appraisal occurs prior to the deadline of the meeting of the Faculty Board at which the doctoral dissertation will be submitted. The decision of the appraisal commit-

\textsuperscript{12} http://www.fppwdocs.ugent.be/fppw/fac_doct_regl_EN/fac_doct_regl_EN.pdf
\textsuperscript{13} https://www.ugent.be/doctoralschools/en/doctoraltraining/courses/courses.htm
\textsuperscript{14} https://www.ugent.be/doctoralschools/en/doctoraltraining/courses/registrationrecognition/overview.htm
\textsuperscript{15} https://www.ugent.be/doctoralschools/en/doctoraltraining/courses/registrationrecognition/overview.htm
\textsuperscript{17} https://www.ugent.be/doctoralschools/en/doctoraltraining/yourcurriculum/annual-submission.htm
\textsuperscript{18} https://www.ugent.be/doctoralschools/en/doctoraltraining/courses/registrationrecognition/overview.htm
tee is communicated by the chair to the Dean, the Dean’s office, FDO, the supervisor and the doctoral student.

<table>
<thead>
<tr>
<th>Steps to complete doctoral school courses</th>
<th>Actions to be taken</th>
<th>By whom</th>
<th>when</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Course registration</td>
<td>register following the procedure on the course webpage (DS course), of the course organizers (non-DS course) or through OASIS (regular course unit)</td>
<td>Student</td>
<td>After the first enrolment, as soon as registration opens (limited number of attendants)</td>
</tr>
<tr>
<td>2) Application for course recognition (if applicable)</td>
<td>submit a motivated request through the registration and recognition webpage[19]</td>
<td>Student</td>
<td>Two months prior to the start of the course</td>
</tr>
</tbody>
</table>
| 3) Annual progress report and curriculum update | - submit an annual progress report through OASIS  
- edit curriculum and add proof of participation in courses through OASIS  
- approve annual progress report | Student  
Supervisor & doctoral advisory committee | Each year, between 1 April and 30 June |
| 4) Final progress report (at the end of the doctoral study) | - submit final progress report through OASIS  
- edit final curriculum and add proof of participation in courses through OASIS  
- appraisal of the final progress report and curriculum | Student  
Supervisor, doctoral advisory committee & Director of the DS | 20 working days before the meeting of the Faculty Board at which the doctoral dissertation will be submitted |

3.2. For holders of a relevant Master’s degree issued by a non-Flemish University

All doctoral students who hold a Master’s degree corresponding with the PhD degree they are pursuing (e.g. doctoral students preparing a doctorate in educational sciences who hold a Master’s degree in educational sciences) issued by a non-Flemish university are obliged to follow the compulsory Doctoral Training Programme as described in 3.1.

Upon the advice of the faculty Doctoral Committee about the application for the first enrolment, the Faculty Board decides whether the regular specialist courses (see 3.1.) need to be extended with mandatory regular courses up to a maximum of 27 ECTS credits. Within two months after the Faculty Board’s decision the doctoral advisory committee decides about the mandatory regular courses in consultation with the doctoral student. The regular courses that a doctoral student has chosen, must be registered through the appropriate form which is available on the Doctoral [19] https://www.ugent.be/doctoralschools/en/doctoraltraining/courses/registrationrecognition/overview.htm
Schools’ website. In addition, this programme is communicated to the Dean’s Office by the supervisor.

### SUMMARY

<table>
<thead>
<tr>
<th>Steps to select the extended mandatory regular courses</th>
<th>Actions to be taken</th>
<th>By whom</th>
<th>when</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Decision extended courses</td>
<td>- Apply for approval of the first enrolment by the FPPW (see 1.1)</td>
<td>Student</td>
<td>Supervisor</td>
</tr>
<tr>
<td></td>
<td>- Faculty Board decides whether the regular specialist courses need to be extended</td>
<td>Faculty Board</td>
<td></td>
</tr>
<tr>
<td>2) Course selection (only if Faculty Board decides that extended courses are needed)</td>
<td>- Selection of the mandatory courses the doctoral student wants to attend.</td>
<td>Student</td>
<td>Within two months after the Faculty Board’s decision whether extended mandatory courses are needed.</td>
</tr>
<tr>
<td></td>
<td>- Approval of the selected mandatory regular courses</td>
<td>doctoral advisory committee</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- registration of the courses on the Doctoral Schools website</td>
<td>student</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Communication of the selected courses to the Dean’s Office.</td>
<td>supervisor</td>
<td></td>
</tr>
</tbody>
</table>

### 3.3. For holders of a non-relevant Master’s degree

All doctoral students who do not hold a Master’s degree corresponding with the PhD degree they are pursuing, are obliged to follow the compulsory Doctoral Training Programme as described in 3.1.

For all doctoral students who do not hold a relevant Master’s degree, the regular specialist courses (see 3.1.) are extended with mandatory regular courses for a total of 27 ECTS credits. For doctoral students preparing a doctorate in social welfare studies who hold a Master’s degree in educational sciences, the specialist courses are extended with mandatory regular courses for a total of 15 ECTS credits. Within two months after the Faculty Board’s decision for the first enrolment, the doctoral advisory committee decides about the mandatory regular courses in consultation with the doctoral student. The regular courses that a doctoral student has chosen, must be registered through the appropriate form which is available on the Doctoral Schools’ website. In addition, this programme is communicated to the Dean’s Office by the supervisor.
### SUMMARY

<table>
<thead>
<tr>
<th>Steps to select the extended mandatory regular courses</th>
<th>Actions to be taken</th>
<th>By whom</th>
<th>when</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Course selection</td>
<td>- Selection of the mandatory courses the doctoral student wants to attend.</td>
<td>Student</td>
<td>Within two months after the Faculty Board’s decision for the first enrolment</td>
</tr>
<tr>
<td></td>
<td>- Approval of the selected mandatory regular courses</td>
<td>doctoral advisory committee student</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- registration of the courses on the Doctoral Schools website</td>
<td>supervisor</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Communication of the selected courses to the Dean's Office.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3.4. **Interdisciplinary doctorate**

In the case of an interdisciplinary doctorate, the requirements for the Doctoral Training Programme are established in consultation with the Faculty (or Faculties) concerned.

4. **Changes to the enrolment for the doctorate**

During the doctoral study, the doctoral student can request to make changes to the initial enrolment for the doctorate. Each of these changes have specific deadlines and require a motivation addressed to the Dean.

1) The doctoral student can request to change the previously approved title of the doctoral dissertation by submitting in writing a motivated request to the Dean at least three months prior to the submission of the doctoral dissertation. This request is co-signed by the main supervisor.

2) The doctoral student can request to change the previously approved (co-) supervisor or any of the previously approved members of the guidance committee of the doctoral dissertation by submitting in writing a motivated request to the Dean at least three months prior to the submission of the doctoral dissertation. This request is co-signed by the main supervisor and the co-supervisor involved.

3) To obtain permission to change the language in which the doctoral dissertation is written, the doctoral student must submit in writing a motivated request to the Dean at least three months prior to the submission of the doctoral dissertation who submits this request to the Faculty Board. This request is co-signed by the main supervisor.

4) To obtain permission to hold the public defence in another language than Dutch or English, the doctoral student must submit in writing a motivated request to the Dean at the latest when the doctoral dissertation is being submitted. This request is co-signed by the main supervisor. The Faculty Board will examine the request.
### SUMMARY

<table>
<thead>
<tr>
<th>Changes</th>
<th>Actions to be taken</th>
<th>By whom</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Title change</td>
<td>submit in writing a motivated request to the Dean</td>
<td>Student &amp; supervisor</td>
<td>Three months prior to the submission of the doctoral dissertation.</td>
</tr>
<tr>
<td>2) (Co-) supervisor change and change of guidance committee</td>
<td>submit in writing a motivated request to the Dean</td>
<td>Student &amp; supervisor</td>
<td>Three months prior to the submission of the doctoral dissertation.</td>
</tr>
<tr>
<td>3) Language change dissertation</td>
<td>submit in writing a motivated request to the Dean</td>
<td>Student &amp; supervisor</td>
<td>Three months prior to the submission of the doctoral dissertation.</td>
</tr>
<tr>
<td>4) Language change public defence</td>
<td>submit in writing a motivated request to the Dean</td>
<td>Student &amp; supervisor</td>
<td>Submission of doctoral dissertation.</td>
</tr>
</tbody>
</table>

### 5. Faculty research afternoon

Within one year after obtaining from the Faculty Board permission for the first enrolment for a doctorate at the FPPW, the doctoral student must present his or her doctoral project to the members of the faculty during a poster presentation on one of the faculty research afternoons. Every year, the dates of the faculty research afternoons are specified in the faculty calendar. Registrations will be accepted until two weeks before the research afternoon. For each session the registrations are on a first come first served base until the maximal number of posters (40) is reached. Doctoral students can check this [link](https://www.ugent.be/pp/en/research/research-afternoons/overview.htm) to make sure there are still places. Detailed instructions on the layout and content of the poster can be found [here](https://www.ugent.be/pp/en/research/research-afternoons/overview.htm).

Doctoral students should submit a request to present personally by means of a signed letter delivered at the Dean’s office (not by e-mail). To be eligible, the following conditions must be met:

1. The doctoral student should be officially enrolled as a doctoral student for the current academic year.
2. The doctoral student must have received prior approval from his/her doctoral advisory committee to present on the research afternoon.
3. The supervisor should have submitted the doctoral advisory committee report in which it is stated that permission has been granted, to the Dean’s office.
4. The admission should clearly state the exact research afternoon on which the doctoral student wants to present as well as the date on which he or she received approval to present from the doctoral advisory committee.

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<table>
<thead>
<tr>
<th>Steps in research afternoon registration procedure</th>
<th>Actions to be taken</th>
<th>By whom</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Enrolment</td>
<td>First enrolment/re-enrolment for the doctorate (OASIS)</td>
<td>Student</td>
<td>Before submitting the request for presentation to the Dean</td>
</tr>
</tbody>
</table>
| 2) Prior approval for poster presentation     | - Present and discuss poster in the doctoral advisory committee  
|                                              | - Get approval for poster presentation | Student & doctoral advisory committee | Before submitting the request for presentation to the Dean |
|                                              | - Write doctoral advisory committee report | Supervisor | |
| 3) Request to present at the research afternoon | - Submit doctoral advisory committee report to the Dean  
|                                              | Submit request by means of signed letter to the Dean’s office | Student | Two weeks before the research afternoon (be sure to check the dates) |

6. Doctoral advisory committee

Of every meeting of the doctoral advisory committee, a report is made. The main supervisor (not the student) will immediately submit a copy of each report to the Dean’s Office.

According to Article 16 §2 of the Faculty’s doctoral regulations doctoral students who obtained permission by the faculty to enroll for the doctorate after January 1, 2015 must present a data management plan during the first or second meeting of the doctoral advisory committee. This data management plan must be submitted together with the report of the meeting of the doctoral advisory committee to the Dean’s Office. Detailed information on the Data Management Plan can be found here.

7. Submission of the doctoral dissertation and doctoral examination

The timeline on page 12-16 offers doctoral students a chronological overview of the different actions they need to take in order to submit their dissertation. As some supervisors might prefer different timings for some of the actions in this timeline, it is advised to check this with them in advance. Furthermore, doctoral students must make sure that the most recent rules apply to their submission.

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<table>
<thead>
<tr>
<th>Event/steps</th>
<th>Actions to be taken</th>
<th>When</th>
<th>By whom</th>
<th>Points of concern</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Pick the Faculty Board meeting for submitting the doctoral dissertation</td>
<td>Check the calendar of the Faculty for an overview of the Faculty Board Meetings</td>
<td>At least three months before handing in the dissertation to the Faculty Board.</td>
<td>Student in consultation with supervisor</td>
<td>There are no Faculty Board Meetings between the start of July and mid-August. The deadline for handing in the dissertation is always a day before the Faculty Board Meeting, on Tuesday, before 12:00 a.m. The deadline for handing in the letters for the Faculty Board Meeting is always a week and a day before the Meeting, on Tuesday, before 12:00 a.m.</td>
</tr>
<tr>
<td>2) Compose an Examination Board and schedule the defence dates</td>
<td>- Supervisor probes potential members of the Examination Board - Contact the Dean (e-mail) to: 1) schedule the Faculty Board meeting 2) motivate the selected members of the Examination Board 2) suggest possible dates for the first part of the doctoral examination and public part of the defence. - The Dean proposes a date for the first part of the doctoral examination and a date for the public defence - Check the availability of the members of the Examination Board on the proposed day for the defence - Confirm defence date and members of the Examination Board</td>
<td>At least three months before handing in the dissertation to the Faculty Board.</td>
<td>Supervisor</td>
<td>An overview of the Examination Board composition rules can be found in the UGent regulations. Faculty rules on the composition of the Examination Board can be found in Article 14§2 and §3 of the Faculty’s doctoral regulations. In sum: 1. There are at least 5 and no more than 8 members with voting rights (including the chairman and secretary; supervisor and co-supervisor have no voting rights) 2. At least 2 members with voting rights are not from the faculty, and at least one of them is not from the UGent 3. At least half of the members with voting rights have the right to be a PhD supervisor at their university 4. The majority of the members are ZAP or post-doctoral researchers at the FPPW 5. No more than 2 members with voting rights are part of the same department 6. No more than half of the members with voting rights can have been part of the doctoral advisory committee or can be a co-author on an article that is included in the PhD</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
<th>Responsible Party</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>2) Book the room and catering for the public defence</td>
<td>- Book the room and catering for the public defence</td>
<td>Supervisor</td>
<td>- author on an article that is included in the PhD Thesis.</td>
</tr>
<tr>
<td>3) Request final title change to the Dean (if applicable)</td>
<td>- Ask for approval of the title change to all members of the doctoral advisory committee (by e-mail) - Submit in writing a motivated request to the Dean (hand it over to the secretary of the Dean). The written request contains at least: 1) original title 2) new title (in Dutch and English) 3) motivation for changing the title 4) proof of approval by doctoral advisory committee 5) signature of student and supervisor</td>
<td>- Student and supervisor</td>
<td>The title change needs to be approved by the Faculty Doctoral Committee, which meets 5 times a year. Make sure there is a Faculty Doctoral Committee meeting at least three months before the Faculty Board meeting. Make sure you submit the written request to the Dean’s Office one week before the Faculty Doctoral Committee meeting, as this is the deadline for providing items on the agenda of the Faculty Doctoral Committee meeting.</td>
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<td>4) Get approval from the doctoral advisory committee</td>
<td>- Send the different chapters of the doctoral dissertation to the members of the doctoral advisory committee. - receive approval letters of all members of the doctoral advisory committee, who have the opportunity to give detailed feedback, but are not obliged to do so.</td>
<td>Student</td>
<td>All members of the doctoral advisory committee. It is recommended to send the dissertation in ‘chunks’ to the members of the doctoral advisory committee. As such, the members have sufficient time to give high quality feedback; and the doctoral student has sufficient time to integrate the feedback in the dissertation. For example: - Send empirical chapters and receive feedback: 3 weeks - Integrate feedback on the empirical chapters: 1 week - Send introduction/general discussion and receive feedback: 2 weeks - Integrate feedback on the introduction/general discussion and finalize dissertation: 2 weeks</td>
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<td><strong>Note:</strong> Version of January 10, 2018</td>
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<td><strong>5) Complete your doctoral schools curriculum and final progress report</strong></td>
<td>Complete your doctoral schools curriculum and submit it to the Doctoral Schools Board through OASIS</td>
<td>At least 20 working days (but for the best and safety sooner) before submitting the dissertation to the Faculty Board</td>
<td>Student</td>
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<td><strong>6) Intention statement to submit the doctoral dissertation to the Faculty Board</strong></td>
<td>Submit the following documents to the Dean’s Office (hand over to the secretary of the Dean): 1) all approval letters of the members of the Doctoral Advisory Committee (e-mails are eligible) 2) personal intention statement, signed by the student 3) approval letter signed by supervisor</td>
<td>At least 1 week and 1 day before the Faculty Board meeting, usually on a Tuesday before 12.00 a.m. (advised to do this sooner)</td>
<td>Student, supervisor and co-supervisor</td>
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<td><strong>7) Submit the doctoral dissertation</strong></td>
<td>Submit the doctoral dissertation (pdf-format, 1 file) as attachment to an E-mail directly sent to the Dean and to <a href="mailto:decanaat-fppw@ugent.be">decanaat-fppw@ugent.be</a></td>
<td>At least 1 day before the Faculty Board meeting, usually on a Tuesday before 12.00 a.m. (advised to do this sooner)</td>
<td>Student</td>
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<td><strong>8) Faculty Board</strong></td>
<td>- The Faculty Board approves the suggested Examination Board and suggested dates for the first part of the doctoral examination and public defence. - The Doctoral dissertation is sent to the members of the Examination Board (except for the supervisor</td>
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<td>Faculty Board</td>
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- Check the regulations of the Doctoral Schools

*Make sure that:*  
- the layout of the front cover is according to the style sheet [http://www.fppwdocs.ugent.be/fppw/Figs/cover_doctorate.dotx](http://www.fppwdocs.ugent.be/fppw/Figs/cover_doctorate.dotx)  
- the title of the doctoral dissertation matches the last approved title **exactly**  
- the entire dissertation is submitted as a single PDF file  
- all data storage fact sheets and a Dutch and English summary are included.
9) First part of the doctoral examination

- As scheduled by the Dean, approximately 1-2 months after the Faculty Board meeting.
- At the end of the first part of the doctoral examination, the doctoral student can be heard and he or she can react to the written reports of the Examination Board.

10) Preparation of the public defence

- Send out official invitation for the public defence using the standardized template
- Confirm the final number of guests for the catering
- Payment of the examination fee
- After a successful first part of the doctoral examination
- At least 10 days before the public defence.
- The doctoral student receives the payment invitation about one week after the first part of the doctoral examination.

11) Public defence

As scheduled by the dean, approximately 2-3 months after the Faculty Board meeting.

12) Add doctoral dissertation to biblio

Add doctoral dissertation to biblio

After the public defence

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Version of January 10, 2018
| 13) Add the data storage fact sheets to biblio | Add the data storage fact sheets to biblio | After the public defence | Student | Guidelines: [https://www.ugent.be/pp/nl/onderzoek/rdm/dsfs-howto-upload](https://www.ugent.be/pp/nl/onderzoek/rdm/dsfs-howto-upload) |