

Doctoral Regulations of the Faculty of Psychology and Educational Sciences

*Unanimously approved by the Faculty Board on October 5, 2016
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1. Introduction

These regulations comprise specific provisions for making a doctorate in the Faculty of Psychology and Educational Sciences (FPPW) that are in effect from the 2016–2017 academic year onwards.

These regulations should be considered as complementary to the university-wide regulations as specified in:

- the regulations concerning the Doctoral Schools (as approved by the Executive Board on May 10, 2007 and last modified on January 9, 2014),
- the resolution pertaining to the organization of the doctoral training programme at Ghent University (as approved by the Executive Board on May 10, 2007 and last modified on December 16, 2010),
- the “Education and Examination Code Academic Year 2016–2017” (as approved by the Board of Governors on May 13, 2016),
- the report of the meeting of the Doctoral School of Social and Behavioural Sciences Board on January 14, 2011.

2. Regulations of the FPPW

Article 1. §1. The permission for the first enrolment for the doctorate in the Faculty of Psychology and Educational Sciences (FPPW) should be applied for through the form *Form to apply for admission to the first enrolment for a doctorate in the Faculty of Psychology and Educational Sciences*¹. Applications will only be taken into consideration if the form is filled out completely, legible and signed appropriately.

§2. In the application for admission to the first enrolment for a doctorate, the language in which the doctoral thesis will be written, must be specified. In accordance with article 83, §5 of the “Education and Examination Code 2016–2017”, a doctoral thesis can be written in Dutch or in

¹URL: http://www.fppwdocs.ugent.be/fppw/Figs/application_form.pdf

English. Upon a substantiated and written request from the doctoral student the Faculty Board can decide on another language.

§3, When granted permission, the doctoral student must register immediately for the doctorate and the doctoral training programme at the FDO (Faculty Office of Educational Support) through the form *Application for the first enrolment for the Doctorate and the Doctoral Training Programme (Doctoral Schools)*².

Article 2. In accordance with article 90, §1 of the “Education and Examination Code 2016–2017”, each doctoral student is required to re-enrol for the doctorate and the doctoral training programme every year during the enrolment period stipulated in article 15 of the same code, until the doctoral thesis has been successfully defended.

Article 3. The Faculty Board decides about the application to the first enrolment for a doctorate upon the advice of the faculty Doctoral Committee. The faculty Doctoral Committee consists of the Dean, who acts as the chair, and one member of the professorial staff for each main subject of the Master’s programmes organized by the FPPW.

Article 4. §1. Every doctoral student has a supervisor who is an active member of the professorial³ staff in the FPPW. Furthermore, there can be one or more additional supervisors who are affiliated or unaffiliated to Ghent University, among which visiting professors with a research assignment at Ghent University and retired professorial staff members who have been granted permission to continue (part of) their paid educational activities at Ghent University. Every supervisor is required to hold a doctorate by dissertation.

§2. The supervisor who is administrative supervisor responsible (in the sense of article 83, §5 of the “Education and Examination Code 2016–2017”) is always an active member of the professorial staff of the FPPW. This supervisor is referred to in these regulations as the “main supervisor” and acts as point of contact in the FPPW. The other supervisors are referred to as “co-supervisors”.

§3. Postdoctoral researchers who have at least three years of postdoctoral experience can act as co-supervisor.

Article 5. The Faculty Board appoints for each doctoral project a doctoral advisory committee upon advice of the Doctoral Committee. In accordance to article 88, §5 of the “Education and Examination Code 2016–2017”, a doctoral advisory committee consists of at least three and at most five members, among which the supervisor(s). At least one member needs to be an expert from outside the department of the supervisor(s), and preferably an outside expert unrelated to Ghent University. The members of the doctoral advisory committee are not required to have a doctoral degree themselves.

Article 6. The FPPW does not organize the predoctoral training programme.

Article 7. §1. Every doctoral student preparing a doctorate in psychology, educational sciences or social welfare studies, must follow a doctoral training programme consisting of at least:⁴

²Available on <http://www.ugent.be/nl/onderzoek/doctoreren/administratie/forms>

³I.e., not retired.

⁴See article 4, §3 of the resolution pertaining to the organization of the doctoral training programme at Ghent

1. *Research-related activities* (so-called Category 1):
 - one publication (at least accepted) in the research field to which the doctoral student belongs that meets the criteria to be eligible for a doctoral bonus;
 - three oral presentations or posters at national or international conferences.
2. *Specialist courses* (so-called Category 2):
Three specialized courses organized or recognized by the Doctoral School to which the doctoral student belongs. Regular courses and courses of a permanent training programme can also be recognized as specialized courses.
3. *Transferable skills seminars* (so-called Category 3):
Three transferable skills courses organized or recognized by the Doctoral School to which the doctoral student belongs, chosen from three of the following four clusters: (1) communication skills, (2) research and valorization, (3) career management and (4) leadership and self-management. Regular courses and courses of a permanent training programme can also be recognized as transferable skills seminars.
4. *Annual report regarding the progress of the research and the doctoral training:*
Every doctoral student is required to submit through the electronic platform provided by the Doctoral Schools an annual report about the progress of his or her research and the doctoral training.
5. *The doctoral defence.*

§2. For:

- doctoral students preparing a doctorate in psychology who hold a Master's degree in psychology issued by a non-Flemish university,
- doctoral students preparing a doctorate in educational sciences who hold a Master's degree in educational sciences issued by a non-Flemish university,
- doctoral students preparing a doctorate in social welfare studies who hold a Master's degree in social welfare studies issued by a non-Flemish university,

the Faculty Board can upon the advice of the Doctoral Committee extend Category 2 ("specialist courses") with mandatory regular courses up to a maximum of 27 ECTS credits.

§3. For:

- doctoral students preparing a doctorate in psychology who do not hold a Master's degree in psychology,
- doctoral students preparing a doctorate in educational sciences who do not hold a Master's degree in educational sciences,
- doctoral students preparing a doctorate in social welfare studies who do not hold a Master's degree in social welfare studies,

Category 2 ("specialist courses") is 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, Category 2 ("specialist courses") is extended with mandatory regular courses for a total of 15 ECTS credits.

University.

§4. Regarding the mandatory regular courses, the doctoral advisory committee decides about the doctoral training programme in consultation with the doctoral student within two months after the Faculty Board's decision. 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.

§5. For the Doctoral School of Social and Behavioural Sciences, the recognition of specialized courses (not organized by the Doctoral School) or of regular courses as specialist courses (Category 2) is done by the three members of the FPPW on the Doctoral School Board. The doctoral student must submit through e-mail to doctoralschools@ugent.be a motivated request using the form *Application for recognition of a course, not organized by the Doctoral Schools, as part of the minimum set of activities*⁵. A lecturer can propose a course for recognition in Category 2 on his or her own initiative. For the Doctoral School of Social and Behavioural Sciences, this recognition is also done by the three members of the FPPW on the Doctoral School Board. To apply for such a recognition, the lecturer in question is required to submit by e-mail a motivated request to doctoralschools@ugent.be.

§6. For the Doctoral School of Social and Behavioural Sciences, the recognition of the transferable skills courses (not organized by the Doctoral School) is done by the Director of the Doctoral School. To apply for such a recognition, the doctoral student must submit through e-mail to doctoralschools@ugent.be a motivated request using the form *Application for recognition of a course, not organized by the Doctoral Schools, as part of the minimum set of activities*⁶.

§7. On the proposal of the Doctoral Committee and provided that the Doctoral School to which the doctoral student belongs gives a positive advice, the Faculty Board can grant exemptions only in Category 2 and Category 3. Regarding Category 2, the advice of the Doctoral School of Social and Behavioural Sciences is issued by the three members of the FPPW on the Doctoral School Board. With respect to Category 3, the advice of the Doctoral School of Social and Behavioural Sciences is issued by the Director of the Doctoral School. To apply for an exemption in Category 2 or 3, the doctoral student is required to submit through e-mail to doctoralschools@ugent.be a motivated request using the form *Application for (partial) exemption from the doctoral training programme*⁷. Furthermore, to obtain an exemption in Category 3, the doctoral student must submit the written advice of his or her doctoral advisory committee to the Dean.

§8. The appraisal of the full doctoral training programme with the exception of the doctoral defence, is conducted by an appraisal committee consisting of the Director of the Doctoral School and the members of the doctoral advisory committee⁸. The Director of the Doctoral School acts as the chair of this appraisal committee. This appraisal occurs prior to the meeting of the Faculty Board at which the doctoral dissertation will be submitted. To this end, the doctoral student must submit his or her final progress report through the electronic platform provided by the Doctoral Schools at least 20 working days before the meeting of the Faculty Board concerned. The decision of the appraisal committee is communicated to the Dean by the chair.

§9. If the appraisal committee as mentioned in §8, passes a favourable decision *and* the doctoral defence is successful, the doctoral student receives a certificate of the doctoral training programme⁹.

⁵ Available on <http://www.ugent.be/doctoralschools/en/doctoraltraining/forms>

⁶ Available on <http://www.ugent.be/doctoralschools/en/doctoraltraining/forms>

⁷ Available on <http://www.ugent.be/doctoralschools/en/doctoraltraining/forms>

⁸ In accordance with article 92 of the "Education and Examination Code 2016–2017".

⁹ In accordance with article 5, §1 about the resolution pertaining to the organization of the doctoral training pro-

§10. In the case of an interdisciplinary doctorate, the requirements for the doctoral training programme are established in consultation with the Faculty (or Faculties) concerned.

Article 8. Within one year after obtaining from the Faculty Board permission to enrol for a doctorate, 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. This presentation can only take place after the doctoral project has been presented and discussed in the doctoral advisory committee. Every year, the dates of the faculty research afternoons are specified in the faculty calendar.

Article 9. Of every meeting of the doctoral advisory committee, a report is made. The main supervisor will immediately submit a copy of each report to the Dean's Office.

Article 10. 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.

Article 11. 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.

Article 12. 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.

Article 13. If the doctoral dissertation consists of a compilation of articles, the doctoral student must be the first author¹⁰ of at least 75 % of all articles that are submitted, published or in press. The doctoral student must be the second author of the articles of which he or she is not the first author. Additionally, the doctoral student must obtain in writing prior consent of the first author to include such an article in the doctoral dissertation. In each chapter of a doctoral dissertation that is a compilation of articles, the complete bibliographical reference of the article on which the chapter is based, must be given. The authors should be listed in the correct order.

Article 14. §1. The choice of the members of the Examination Board for the Doctoral Exam must be motivated in the report of the Faculty Board. To this end, the main supervisor submits a substantiated proposal to the Dean.

§2. The Examination Board should comply with following regulations:

- at least two members who are qualified to vote are not affiliated with the faculty, and one of these two members is not affiliated with Ghent University;

gramme at Ghent University.

¹⁰The "first author" is the author mentioned the first on the publication. Footnotes regarding equal contributions of authors, shared first co-authorship and the like are not taken into account.

- at least half the members who are qualified to vote are authorized to act as a supervisor for a doctorate at their own organization;
- the majority of the members consists of professorial staff or postdoctoral researchers of the FPPW;
- no more than two members of the Doctoral Examination Board can belong to the same academic department;
- a member who is qualified to vote cannot be (co-)author of an article on which a chapter of the dissertation is based.

The Examination Board is chaired by the Dean or by a member of the professorial staff appointed by the Dean. The chair person is qualified to vote. The Examination Board appoints one of its members who are qualified to vote as the secretary.

§3. The supervisors are part of the Examination Board, but are not qualified to vote.

Article 15. The doctoral thesis is only submitted electronically as a single PDF document. The members of the Examination Board receive the dissertation only in PDF format. The main supervisor can send out printed copies of the dissertation. However, the only official version of the dissertation is the dissertation in PDF format.

Article 16. §1. For doctoral dissertations submitted after January 1, 2015, one or more data storage fact sheets should be made available through the Ghent University Biblio archive¹¹ along with the electronical copy of the doctoral dissertation, so that, for *all* the data sets reported in the dissertation, information is available about the storage of these data.

§2. 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.

Article 17. For the first part of the doctoral exam the following faculty-specific regulations apply:

- The doctoral student receives the written reports three days before the first part of the doctoral exam.
- If the doctoral student does not receive all written reports on time, the first part of the doctoral exam can be postponed at the request of the doctoral student¹².
- The doctoral student, all members of the Examination Board and the ombudspersons receive the full written reports.
- The reports are written in the same language as the doctoral dissertation.
- During the first part of the doctoral exam, the doctoral student can react to the written reports.

Article 18. For the second part of the doctoral exam the following faculty-specific regulations apply:

¹¹<https://biblio.ugent.be/>

¹²In accordance with article 96, §1 of the "Education and Examination Code 2016–2017"

- The non-voting members can attend the deliberation as observers.
- After the proclamation, the supervisor(s) has/have the opportunity to give a short laudation.

Article 19. These regulations apply to all doctoral students who are registered for a doctoral training programme in the Faculty of Psychology and Educational Sciences. For doctoral students who registered for the doctoral training programme prior to the academic year 2010–2011, the following transition measures apply:

- Except for the regular courses that were possibly imposed, an exemption is granted for the specialist courses (Category 2).
- For doctoral students who have taken before the end of the academic year 2010–2011 three transferable skills seminars not belonging to different clusters, these seminars suffice to meet the requirements of the “transferable skills seminars” component¹³.
- With regard to the publication requirement in Category 1, the appraisal committee mentioned in Article 6, §8, can decide that the requirement has been met if an article was submitted to a journal that meets the criteria to be eligible for a doctoral bonus, but was not yet accepted for publication.

¹³In accordance with article 6, §3 of the resolution pertaining to the organization of the doctoral training programme at Ghent University.