



Doctoral Training Programme

New Regulations and Transition Rules

Faculty of Psychology and
Educational Sciences

2011

Overview

1. University-wide new rules
2. University-wide old-to-new transition rules
3. New faculty rules Psychology & Educational Sciences
4. Old-to-new faculty transition rules
5. Some practical issues
6. Questions

University-wide New Rules

Aims of Doctoral Training Programme

1. Increase the **international** and the **social value** of the doctoral work
 - from the perspective of the **researchers**
 - and from the perspective of the **labour market**
2. To enhance **support of the students** in their doctoral work
3. To strengthen the **quality culture** in doctoral work

Why New Regulations?

- Get rid of some **problems** with the original regulations:
 - usage of **ECTS** caused problems
 - complete programme **too extensive**
 - too large **administrative overhead** for PhD students and for administration
- Improve **collaboration with supervisors** in the doctoral process

Major Changes

1. The ECTS standard is no longer used
2. Reduction of volume
3. Reduction of administrative overhead
4. More important role for supervisor

New Doctoral Training Programme (DTP)

Since 2007 (academic year 2007-08) everyone who starts a PhD belongs to one of the five doctoral schools:

- Arts, Humanities and Law
- **Social and Behavioural Sciences**
- Natural Sciences
- (Bioscience) Engineering
- Life Sciences and Medicine

Requirement: **re-enroll each year** for PhD and doctoral training (**progress report required**)

New Doctoral Training Programme (2)

- **First enrollment in 2010-11:**
New DTP applies
- **First enrollment before 2010-11:**
Choice
 - Either **stay with old DTP** (60 ECTS; finish PhD before end of 2011-12)
 - Or **move to new DTP**
- **PhD students with compulsory programme:**
Faculty rules apply

New Doctoral Training Programme (3)

A distinction is made between

1. the **minimum set** of activities required to attain the certificate of the doctoral curriculum
2. the **additional activities** within the doctoral curriculum
3. **additional regular courses** (this part is still expressed in ECTS because it concerns existing regular courses)

Each of these is now further explained

① The minimal set

Consists of

1. Research activities

- 1 publication
- 3 presentations at conferences

2. Specialist courses

3. Transferable skills training

4. Annual progress report

5. Thesis defence

① The minimal set: Publication (1)

- 1 publication
- published or accepted for publication
- that meets the requirements for the PhD bonus
- on a topic related to the PhD thesis
- 1st author is not necessary

① The minimal set: Publication (2)

- either A1 publication
in journal listed in web of science, i.e. SCIE (science citation index extended), SSCI (social sciences citation index), or AHI (arts and humanities index)
- or A2 article (for the time being: an article in a journal that is not A1 and is on the list defined by the university)
- or book chapter (in a book by a publisher on the university's publication list)

① The minimal set: Conferences

Three presentations

- oral
- or poster

at

- international
- or national conference
- **not** a local conference

approved by doctoral guidance committee (DGC)
or supervisor

① The minimal set: Specialist courses

Three specialist courses

- organized by the doctoral school (DS)
- other types of courses?
 - regular courses of UGent or other university (master, subsequent master, postgraduate, or doctoral training programme): if DS agrees (recognition procedure) **[not bachelor !!!]**
 - specialist courses not organized by DS: if DS agrees (recognition procedure)

① The minimal set: Specialist courses (2)

What is a specialist course?

- **top-level training** for PhD students/researchers
- **relevant** to the PhD (DGC/supervisor must agree)
- minimum **15 contact hours**
- positive **evaluation** (if evaluation is part of the course)

① The minimal set: Transferable skills

Three transferable skills courses

- organized by the doctoral school (DS)
- other types of courses?
 - regular courses of UGent or other university (master, subsequent master, postgraduate, or doctoral training programme): if DS agrees . (recognition procedure) **[not bachelor !!!]**
 - transferable skills courses not organized by DS: if DS agrees (recognition procedure)
 - transferable skills courses with generic recognition by DSs (annual decision)

① The minimal set: Transferable skills (2)

What is a transferable skills course?

- training of more generally usable skills at a level suitable for a PhD training
- relevant
- minimum **6 contact hours**
- if evaluation included: **positive** result
- selected from **3 out of the 4 clusters** defined by the doctoral schools at UGent

① The minimal set: Transferable skills (3)

Which clusters?

1. Communication skills
2. Research and valorization
3. Career management
4. Leadership and efficiency

For every course organized by the DS, the cluster to which it belongs will be specified

① The minimal set: Progress report

Every year, the doctoral schools coordination unit invites PhD students to submit progress report:

- due date: April 1 or October 1 (6-12 months after first enrollment for PhD)
- **brief report** of work performed last year
- overview of **completed activities** (**portfolio** of specialist courses, transferable skills, conference presentations, publications)
- **supervisor** checks (**approves or not**) presentations & publications

② Additional activities

- Research activities: **none**
- Specialist courses: **up to 3** specialist courses **only** from the set **organised by the doctoral school** (to the extent that places are available)
- Transferable skills: **up to 3** transferable skills courses **only** from the set **organised by the doctoral school** (to the extent that places are available)

③ Additional regular courses

The doctoral training programme can also contain regular courses for an amount **up to 30 ECTS**:

- sometimes, the **faculty requires** this (e.g., when the training at the master level is not considered to be sufficient to start a PhD)
- the doctoral student is free to take such courses (with approval of the supervisor/DGC)

Which courses? Any course from UGent or another university.

Summary possibilities regular courses

	Minimal Set SC & TS	Additional Set SC & TS	Additional reg courses + 30 ECTS
Ma, Subseq Ma, Postgrad, Doctoral Training	YES	NO	YES
Ba, Preparatory, Linking	NO	NO	YES
Admission to enroll	Supervisor + Lecturer	N/A	Supervisor + Lecturer
Enrollment administration for regular courses	FSA	N/A	FSA
Prior recognition of course by DS required!			

Compulsory?

- No university-wide obligation for complete DTP (as in the old rules)
- Faculties can impose some form of obligation:
 - the **minimum set** can be made partly or completely compulsory
 - the faculty **cannot add** anything **to the minimum set**
 - up to **30 ECTS** in regular courses can be imposed in particular cases

University-wide old-to-new transition rules

- **First enrollment in 2010-11:** the new rules apply, but
 - for the **activities performed in 2010-11** the **restriction on transferable skills is relieved**: it is not necessary that the courses already done in 2010-11 belong to different clusters
- **First enrollment before 2010-11:** choice
 - **Stay** in the old rules (only possible if PhD is finished **before the end of 2011-12**); **the old rules remain valid and the new ones do not apply**
 - **Move** to the new rules: activities performed in the old system will be **translated into equivalents** in the new system. Doctoral Schools coordination unit will make a simulation.

New rules of the Faculty of Psychology and Educational Sciences

Compulsory program

- The **minimal set** of the programme is **obligatory** for everyone starting a PhD
- For PhD students without a master degree corresponding to the PhD degree (e.g., not master in psychology for a PhD in psychology), the faculty specifies an **additional programme** of **up to 27 ECTS** in regular courses (= additional regular courses)
- The compulsory programme **must be finished before submitting the thesis**; it is awarded with the certificate of the DTP

Transition rules in the Faculty of Psychology and Educational Sciences

- For everyone who **first enrolled in 2010-11**: the general rules apply
- For who **first enrolled before 2010-11 and** is a **member of the doctoral school**: **the new rules immediately apply**:
 - specialist courses: **nothing to be done (exemption!)**
 - already finished transferable skills: **three TS** recognized by DS of minimally 1 ECTS, **irrespective of the clusters** to which they belong
 - research activities: **three conference presentations + publication** as specified by the new rules
 - deliberation is possible

Practical Issues

Enrollment Procedures

Course	Where to enroll	Form used in DTP UGent
Course organized by DS	DSOC doctoralschools@UGent.be	N/A
Regular course UGent	Faculty Student Administration (FSA)	Registration form
Course not organized by DS	Organizers	Application for recognition form

Registration Form (1)



Enrollment form for a regular course unit

organized by a member institution of Ghent University Association or a Doctoral School
at Ghent University as part of the doctoral training programme

Personal details:

Academic year: :/.....

Student's name(Last / First / Middle) :

Student number: Doctoral School:[.....]

Course details:

Course Name:.....

.....

Course unit code: Number of credits: Semester:

Study programme to which the course belongs:

Organized by the Faculty / Doctoral School ofat Ghent University/Hogeschool
Gent/Hogeschool West-Vlaanderen/Arteveldehogeschool (delete and complete if necessary)

This course is part of the student's compulsory doctoral training programme (please tick):

Yes

No

Not applicable for me

Registration Form (2)

The student mentioned above is allowed to enroll for this regular course unit as part of his/her doctoral training programme, following (please tick and gather the required signatures):

the old doctoral training structure

Please note that in Category 1 a maximum of only 40 ECTS can be included

If this course belongs to a bachelor's programme, a preparatory or a linking course, a duly motivated request from the PhD supervisor is required:

.....
.....
.....

If this course belongs to a master's programme with a special (increased) tuition fee, the chairman of the study programme committee allows the student to enroll for the course. The director of the Doctoral School for which the student has registered decides whether or not to pay the corresponding special tuition fee set by the University Board.

Chairman of the study programme committee (Name, signature, date)

Date, name and signature of the lecturer

Date, name and signature of the supervisor

Date and signature of Doctoral School director*

*The signature of the Doctoral School director is only required if the course belongs to a bachelor's programme, a preparatory or a linking course.

Registration Form (3)

the new doctoral training structure

This course is part of

The minimum set of activities

The Doctoral School accepted this course as part of the minimum set of activities through an approved Application for Recognition.

Date, name and signature of the lecturer

The maximum set of activities

If this course belongs to a master's programme with a special (increased) tuition fee, the chairman of the study programme committee allows the student to enroll for the course. The director of the Doctoral School for which the student has registered decides whether or not to pay the corresponding special tuition fee set by the University Board.

Chairman of the study programme committee (Name, signature, date)

Date, name and signature of the lecturer

Date, name and signature of the supervisor

Please send the completed and signed form to your Faculty Student Administration. Contact details:
<http://www.ugent.be/en/teaching/studentadmin/infoFSA/fsa.htm>

Deadlines for registration: 15 October (1st semester) and 28 February (2nd semester)

Information and questions: Doctoral Schools Coordination Unit, doctoralschools@UGent.be

Application for Recognition Form (1)



Doctoral Schools
Doctoral Training Programme

Application for recognition
of a course, not organised by the Doctoral Schools, as part of the minimum set of activities

PART I (to be completed by the doctoral student and his/her supervisor)

I.1. Personal details

First name: Last name:
Student number: Email:
Faculty: Department:
Doctoral School:

I.2. Course details

Title:
Lecturer(s):
Institution/Organisers:
Course website (if available):
Evaluation method (if applicable): :.....
Start date: End date:
Duration/Number of contact hours: Location:

Is this course a regular course unit organised by Ghent University or another institution of higher education (tick and complete)?:

Please note that courses from Bachelor, Linking and Preparatory Programmes are **not** eligible for inclusion in the minimum set of activities.
 Yes: it belongs to the study programme:
(e.g. 1st year Master of Biology, UGent) with course unit code: and ECTS:
 No



Application for Recognition Form (2)

I.3. Request

I would like to apply for **recognition** of this course as part of the minimum set of activities within the Doctoral Training Programme as (please tick) :

specialist course

transferable skills seminar, cluster (new regulations):

Communication Skills

Research & Valorization

Career Management

Leadership & Efficiency

I would like to request **funding** to participate in this course (please tick and complete):

Yes, the requested amount (VAT included) is €

No

Please note that advance payment is at all times required from the student or his/her supervisor, using a D or E account.

Date and signature of the doctoral student

Date and signature of the supervisor

Please send this form, completed and signed, to the Doctoral Schools Coordination Unit:

Sint-Pietersnieuwstraat 25, 9000 Gent or doctoralschools@ugent.be

If you submit an application for recognition at least **two months** before the start of the course, you will be informed about the decision of the Doctoral School before the course begins. Please note that the Doctoral School is not responsible for the practical and administrative arrangements of the course it recognises.

Progress Report (1)

- Two parts:
 - **Research report**: brief review of the research performed during the last year
 - **Activity report**: overview of the doctoral school activities
- Is completed once every year
 - compulsory by UGent examination regulations
 - is required for re-enrollment to PhD
- First time, 6-12 months after first enrollment for PhD on invitation by DSOC

Progress Report (2)

- On-line application:
<https://webapps.ugent.be/doctoralSchools/stud.jsp>
- After submission, DGC/supervisor evaluates the research report and the validity of the research activities listed (publication/conferences)
- Follow-up by DS

Progress Report (3)

Items in progress report	Upload in Progress Report: WHO?	Proofs and Forms
Courses organized by DS	DSOC	Not necessary
Regular Courses	FSA	Registration form
Courses not organized by DS	DSOC	Request for approval DS + Proof of successful completion (= certificate of attendance + pass mark, if relevant)
Conference presentations	PhD Student	Not necessary, unless DS director asks proof
Publications	PhD Student	Not necessary
Research report	PhD Student	Not applicable

Info for Supervisors

New **responsibility** of the supervisors:

- **Approve courses** the PhD student in the DTP (specialist courses, regular courses)
- Annually, after submission of the progress report, **check the validity** of the information in **research activities**:
 - is the info about **presentations** at conferences correct? (Presentation? National or International conference?)
 - is the info about **publications** correct? (A1/A2...?)

Taking initiatives for new specialist courses

Specialist courses are important in the new DTP. All involved should take responsibility to ensure that there are **enough opportunities for the students** to participate in specialist courses:

- by signaling/encouraging PhD students to take **courses abroad**
- by deploying initiatives to organize courses
 - invitation of foreign teachers
 - teach a course
(DS pays)



Doctoral Schools Coordination Unit
Sint-Pietersnieuwstraat 25
Gent

www.ugent.be/doctorschools
doctorschools@UGent.be

Questions?