

# EDUCATION AND EXAMINATION CODE FOR DOCTORAL MATTERS ACADEMIC YEAR 2023-2024

## FACULTY OF ENGINEERING AND ARCHITECTURE

(approved by the Faculty Council of 30 August 2023)<sup>1</sup>

*The complementary faculty regulations are added in italics.*

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#### <sup>1</sup> General remark:

An English translation is available as a service to the non-Dutch speaking students and staff of Ghent University. The English translation is provided "as is". No warranty of any kind, either expressed or implied, is made as to the accuracy, correctness, or reliability of the translation. Discrepancies or differences created in the translation are not binding and have no legal effect for compliance or enforcement purposes. If any questions arise related to the accuracy of the information contained in this translation, please refer to the official Dutch version that was approved by the Faculty Council.

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## PART I: PREAMBLE

**§1.** On the date of approval of the Education and Examination Code for Doctoral Matters 2023-2024 by the Board of Governors, the doctoral process at Ghent University is – in addition to the aforementioned Code – also governed by:

1. the general [Education and Examination Code 2023-2024](#);
2. the [electronic course catalogue 2023-2024](#);
3. the [Rules of proper use of Ghent University network and the computers controlled by DICT](#), as approved by the Executive Board on 15 May 2017;
4. the [Code of Conduct pertaining to learning analytics at Ghent University](#), as approved by the Executive Board during the meeting on 9 March 2021;
5. the regulation pertaining to the appointment and temporary replacement of lecturers and co-lecturers for the course units, as approved by the Board of Governors (see part XI of the general [Education and Examination Code 2023-2024](#));
6. the [valorisation regulations](#), as approved by the Executive Board during the meeting on 18 November 2016;
7. the [higher education admissions policy](#), as approved by the Board of Governors on 15 April 2005;
8. the [procedure on previously acquired competencies](#), as approved by the Board of Governors of the Ghent University Association on 7 June 2005;
9. the [Disciplinary Regulations for Students](#), as approved by the Board of Governors on 19 September 2008;
10. Ghent University Association regulations on the special admission requirements, as approved by Ghent University Association's Management Committee on 25 April 2007;
11. the [regulations about the lifelong learning courses at Ghent University](#), as approved by the Board of Governors during the meeting on 8 January 2021;
12. the [General Research and Collaboration Regulations](#), as approved by Ghent University Association's Board of Governors during its meeting on 18 December 2020;
13. the [Regulations pertaining to the procedure to investigate breaches of academic integrity](#), as approved by the Executive Board on 15 February 2019 and amended on 15 January 2021;
14. the [Generic code of conduct for processing personal data and confidential information](#), as approved by the Executive Board on 18 May 2018;
15. the [Policy of Ghent University pertaining to inappropriate behaviour](#), as approved by the Executive Board on 28 September 2018;
16. the [Non-discrimination declaration](#), as approved by the Board of Governors on 27 May 2011;
17. the [Framework for Good Research Practice](#);
18. the [Quality Framework for Doctoral Research](#), as approved by the Board of Governors on 8 May 2015;
19. the [Charter for doctoral students and supervisors](#), as approved by the Executive Board on 26 May 2015.

**§2.** The Education and Examination Code for Doctoral Matters is subject to the Codex Higher Education of 11 October 2013, ratified by the decree of 20 December 2013 ([Codex Higher Education](#)) and to the following decrees adopted by the Flemish Parliament and resolutions of the Flemish Government:

1. the [special decree pertaining to Ghent University and Antwerp University Centre](#), as approved on 26 June 1991;

2. the [resolution of the Flemish Government establishing the list of the Bachelor's and Master's programmes offered by each higher education institution in Flanders](#), as approved on 30 March 2018;
  3. the [resolution of the Flemish Government establishing the form of the diplomas and the content of the accompanying diploma supplement that is awarded by higher education institutions in Flanders](#), as approved on 12 December 2014;
  4. the decision of the chair of the Programmes Committee to amend the programme overview of the Ghent University doctoral training programme and to make this decision compliant with the aforementioned code pertaining to the doctoral bonus, which was made on 22 June 2016, following the Programmes Committee's favourable recommendation on the matter on the same date;
  5. the resolution of the Flemish Government, made on 20 October 2000, establishing the levels, degrees and correlating salary scale of the administrative and technical staff of the universities in the Flemish Community, as amended on 28 February 2007.
- §3.** The Education and Examination Code for Doctoral Matters is supplemented by the faculty-specific [doctoral regulations](#) and [faculty regulations](#).
- §4.** By requesting (re-)enrolment, students declare themselves to be in agreement with the stipulations of the Education and Examination Code for Doctoral Matters and the general Education and Examination Code.

## SECTION I: ACRONYMS AND ABBREVIATIONS

### **AAP**

Assistant academic staff (assisterend academisch personeel)

### **AOSR**

General Research and Collaboration Regulations of the Ghent University Association (Algemeen Onderzoeks- en Samenwerkingsreglement van de Associatie Universiteit Gent)

### **AUGENT**

Ghent University Association (Associatie Universiteit Gent)

### **DMP**

Data management plan

### **DPO**

Department of Personnel and Organisation (Directie Personeel en Organisatie)

### **DSO**

Doctoral School Office

### **ECTS**

European Credit Transfer and Accumulation System

### **EEA/EER**

European Economic Area (Europese Economische Ruimte)

### **EVC**

Previously acquired competencies (Eerder verworven competenties)

**EVK**

Previously acquired qualifications (Eerder verworven kwalificaties)

**FDO**

Faculty Education Services (Facultaire Dienst Onderwijsondersteuning)

**FSA**

Faculty Student Administration (Facultaire Studentenadministratie)

**ICP**

International Course Programme

**KMS/RMS**

Royal Military School (Koninklijke Militaire School)

**MA**

Master's programme

**MANAMA**

Advanced Master's programme

**OAP**

Other Academic Staff (Overig academisch personeel)

**OASIS**

Student administration platform (Onderwijsadministratie- en studenteninformatiesysteem)

**OER**

Education and Examination Code (Onderwijs- en Examenreglement)

**UCT**

University Language Centre (Universitair Centrum voor Talenonderwijs)

**UGENT**

Ghent University

**VABB**

Flemish Academic Bibliographic Database (Vlaams Academisch Bibliografisch Bestand)

**FTE**

Full-time equivalent

**ZAP**

Professorial staff (Zelfstandig academisch personeel)

## SECTION II: LIST OF DEFINITIONS

### A

#### ADVANCED MASTER'S PROGRAMME (MANAMA)

A Master's programme subsequent to another Master's programme.

### B

#### BACHELOR'S PROGRAMME (BACHELOROPLEIDING, BA)

A higher education study programme that follows on from secondary education and has a study load of 180 ECTS credits.

### C

#### CERTIFICATE (GETUIGSCHRIFT)

The document that is awarded upon completion of a doctoral training programme, a preparatory course or a linking course to a student who has completed the entirety of the programme.

#### CO-LECTURER (MEDELESGEVER)

Lecturer appointed by the Faculty Council who does not have the ultimate responsibility for the course unit concerned.

#### CONTINUOUS ASSESSMENT (NIET-PERIODEGEBONDEN EVALUATIE)

The (usually multiple) assessment(s) of the students' study performance throughout the term or the academic year (cf. end-of-term assessment).

#### COURSE SHEET (STUDIEFICHE)

The description of a course unit in the course catalogue in accordance with the classification under article 41 of the general [Education and Examination Code](#).

#### COURSE UNIT (OPLEIDINGSONDERDEEL/VAK)

A clear-cut set of educational, study and assessment activities, aimed at acquiring well-defined competencies in terms of knowledge, insight, skills and attitudes. Each course unit is identified by a code listed in the course catalogue.

#### CREDIT CERTIFICATE (CREDITBEWIJS)

An acknowledgement that, based on an assessment, a student has mastered the competencies of a particular course unit. This acknowledgement is recorded in a document or via electronic registration.

#### CREDIT CONTRACT (CREDITCONTRACT)

The contract that the university board enters into with a student who enrolls in order to obtain a credit certificate for a course unit by means of full participation in the educational activities.

#### CREDITS

The acquired ECTS credits that are linked to a particular course unit.

## CURRICULUM

The list of course units per student.

## D

### DEGREE (GRAAD)

The specification of “Bachelor”, “Master” or “Doctor” as applicable when obtaining a diploma.

### DELIBERATION (DELIBERATIE)

The deliberations by an Examination Board per deliberation set or by an Examination Board per study programme.

### DELIBERATION SET (DELIBERATIEPAKKET)

The cluster of course units, credits and exemptions amounting to, in principle, 60 ECTS credits, grouped within the framework of a contract to obtain a diploma and determined per student and study programme. The Examination Board can make study progress decisions about them per deliberation set.

### DIPLOMA

The document that is awarded to students upon the successful completion of a Bachelor’s programme, Master’s programme, teacher training programme or a doctorate.

### DIPLOMA SUPPLEMENT (DIPLOMASUPPLEMENT)

A supplement to the diploma describing the nature, level, context, contents and status of a study programme, in accordance with the relevant [resolution of the Flemish Government](#).

### DISCIPLINE (VAKGEBIED)

A branch of academia on which the academic staff provide education, within which people conduct academic research or provide academic services.

### DOCTORATE ADVISORY COMMITTEE (DOCTORAATSBEGELEIDINGSCOMMISSIE)

The committee that was created by the Faculty Council and oversees the support, follow-up and assessment of doctoral students over the course of their study and research period.

### DOCTORAL DISSERTATION (DOCTORAATSPROEFSCHRIFT)

The dissertation is a textual document that demonstrates the doctoral student’s ability to generate academic knowledge based on independent academic research, either in one specific discipline (the Arts included) or across various disciplines. It is submitted in the number of copies required by the faculty (cf. Article 26) in a text file, which contains, at the least, the research question, the theoretical assumptions, the methodology followed and the results obtained. The dissertation must be able to lead to academic publications. Preparing a doctoral dissertation is part of the doctoral examination.

### DOCTORAL REGULATIONS (DOCTORAATSREGLEMENT)

The Education and Examination Code for Doctoral Matters (see below).



## DOCTORAL SCHOOL

The Doctoral School is a university-wide body that guarantees a high-quality framework for doctoral research and young researchers more broadly at Ghent University.

## DOCTORAL TRAINING PROGRAMME (DOCTORAATSOPLEIDING)

A programme designed to prepare students for a doctoral dissertation. It is a programme type aimed at broadening or deepening the competencies already acquired upon completion of a Master's programme. The study programme overview is determined by the university board.

## E

### ECTS CREDIT (STUDIEPUNT)

An international unit, accepted within the Flemish Community, that corresponds to a minimum of 25 and a maximum of 30 hours of prescribed educational, study and assessment activities and that is used to express the study load of each study programme or each course unit.

### EDUCATIONAL MASTER'S PROGRAMME (EDUCATIEVE MASTEROPLEIDING)

This refers to a teacher training programme at a Master's level with a study load of 90 or 120 ECTS credits that can be followed immediately after the Bachelor's programme. Each educational Master's programme consists of a subject-specific course component and a teaching course component, each worth 45 ECTS credits.

A student can only be awarded the diploma of educational Master if that student has successfully completed a full teaching course component of 60 ECTS credits. A student can acquire the 15 remaining ECTS credits in the following ways:

- 1° as a set of elective course units in an academic Bachelor's degree;
- 2° in a preparatory programme that is followed before or at the same time as the educational Master's programme;
- 3° only in the educational Master in cultural sciences and languages: as a set of elective course units in the educational Master's programme.

Students who have a Master's degree can enrol in a shortened learning track of an educational Master's programme with a study load of 60 ECTS credits.

The educational Master's programme leads to a full Master's degree. All provisions in these regulations that relate to the Master's programme also apply to the educational Master's programme, unless stated otherwise.

### EDUCATIONAL ACTIVITIES (ONDERWIJSACTIVITEITEN)

Activities provided by the academic staff that are aimed at the transfer, processing, practice, assisted application and integration of subject matter.

### EDUCATION AND EXAMINATION CODE FOR DOCTORAL MATTERS (OER DOCTOREREN)

The code that governs the general requirements pertaining to the acquisition of a doctoral degree at Ghent University.

### ELECTRONIC LEARNING ENVIRONMENT (ELEKTRONISCHE LEEROMGEVING (ELO))

The web-based environment that students may consult for information, and that allows them to do exercises and communicate with lecturers and/or fellow students. Ghent University's electronic learning environment is called Ufora.

#### END-OF-TERM ASSESSMENT (PERIODEGEBONDEN EVALUATIE)

Any evaluation during the examination periods, as set out in the academic calendar, that tests the extent to which students have acquired the competencies related to a course unit (cf. continuous assessment).

#### ENROL (INSCHRIJVEN)

To enter into a contract to obtain a diploma or credits that is renewable every year.

#### EVALUATION (EVALUATIE)

Testing the extent to which students, based on their studies, have acquired the competencies that are set out in a course unit.

#### EVALUATION MOMENT (EVALUATIEMOMENT)

The period during which students can be evaluated for a particular course unit. (See also continuous assessment and end-of-term assessment.)

#### EXAMINATION BOARD PER DELIBERATION SET (EXAMENCOMMISSIE PER DELIBERATIEPAKKET)

A body put together by the Faculty Council that is authorised to take exam decisions regarding a deliberation set and to issue study advice.

#### EXAMINATION BOARD PER STUDY PROGRAMME (EXAMENCOMMISSIE PER OPLEIDING)

A body put together by the Faculty Council that is authorised to take exam decisions regarding the whole of the study programme with a view to awarding diplomas and grades of merit, and to make examination-related disciplinary decisions.

#### EXAM CONTRACT (EXAMENCONTRACT)

A contract that the university board enters into with a student who, under the terms and conditions laid down by the university board, enrolls for exams in order to obtain a diploma or certificate for a programme or a credit certificate for a course unit.

#### EXAM DECISION (EXAMENBESLISSING)

All decisions that, whether on the grounds of a deliberation or not, involve a final judgement as to whether a student meets the requirements to pass a course unit, several course units of a study programme, or a study programme as a whole.

#### EXAMINATION MARK (EXAMENCIJFER)

The assessment of a student's study performance as tested per course unit. This examination mark is expressed as a whole number from 0 up to and including 20.

#### EXAMINATION-RELATED DISCIPLINARY DECISION (EXAMENTUCHTBESLISSING)

A decision that is imposed due to fraud or other irregularities during (continuous or end-of-term) assessment.

#### EXAMINATION-RELATED DISCIPLINARY MEASURE (EXAMENTUCHTSANCTIE)

A penalty that is imposed as a result of an examination-related disciplinary decision.

#### EXAMINATION RESULTS ANNOUNCEMENT (PROCLAMATIE)

The announcement of examination marks and/or deliberation decisions, either publicly or electronically by means of the transcript of records in OASIS.

#### EXAMINER (EXAMINATOR)

A lecturer-in-charge or a co-lecturer who is responsible for the evaluation of a particular course unit. Alternatively, in accordance with article 76 of the general Education and Examination Code, an examiner could be any other professorial staff member and/or a postdoctoral assistant, visiting professor or research fellow who is employed at Ghent University or the Research Foundation Flanders on a temporary or permanent basis.

#### EXEMPTION (VRIJSTELLING)

Lifting the obligation to sit an exam for a particular course unit.

### F

#### FIELD OF STUDY (STUDIEGEBIED)

A field, as defined by decree, in which content-related study programmes are brought together.

### G

#### GRADE OF MERIT (GRAAD VAN VERDIENSTE)

Special citation (passed cum fructu, cum laude, magna cum laude, summa cum laude) awarded by the Examination Board per study programme upon completion of a Bachelor's and Master's programme.

### I

#### INCOMING EXCHANGE STUDENT (INKOMENDE UITWISSELINGSSTUDENT)

A student enrolled at an institution of higher education abroad or in a different Community, who takes course units at Ghent University as part of his/her studies at the institution in question, within a previously determined framework (cf. learning agreement) between the institution, the student and Ghent University.

#### INTERDISCIPLINARY DOCTORATE (INTERDISCIPLINAIR DOCTORAAT)

A doctorate that is interdisciplinary in nature and that is taken under the joint supervision of two or more supervisors from different fields at Ghent University, resulting in a combined doctoral degree.

### J

#### JOINT PHD (GEZAMENLIJK DOCTORAAT)

A doctorate that is completed under the joint supervision of Ghent University and one or several other partner institutions.

### L

## LEARNING AGREEMENT

In the event of student mobility, a formal agreement between the three parties involved (i.e., the student, the sending institution and the receiving institution (or organisation or company)) that facilitates the organisation of the student mobility and the recognition of credits obtained in this context. The agreement must be signed by all parties involved before the start of the exchange period. The learning agreement stipulates all course units and other educational and/or research activities associated with the student mobility. As such, it provides students with legal certainty that the credits they obtained at the receiving institution will also be acknowledged at the sending institution.

## LECTURER-IN-CHARGE (VERANTWOORDELIJK LESGEVER)

The lecturer appointed by the Faculty Council who is ultimately responsible for a course unit.

## LINKING COURSE (SCHAKELPROGRAMMA)

Study programme that is imposed on holders of a professional Bachelor's degree as an admission requirement for some Master's programmes.

## M

### MASTER'S PROGRAMME (MASTEROPLEIDING)

A study programme subsequent to an academic Bachelor's programme or another Master's programme, with a study load of 60 ECTS credits or a multiple of 60. A Master's programme is concluded with a Master's dissertation and is authenticated with a Master's degree.

### MASTER'S PROGRAMME (MANABA)

A Master's programme subsequent to an academic Bachelor's programme.

## O

### OASIS (OPEN ACADEMIC STUDENT INFORMATION SYSTEM)

The IT system that supports the processes and activities concerning education and student administration. Using this web application (available at [oasis.ugent.be](http://oasis.ugent.be)), students can consult information on their enrolment(s) and curriculum and upload data themselves.

### OUTGOING EXCHANGE STUDENT (UITGAANDE UITWISSELINGSSTUDENT)

A student who spends a period of time abroad or in another Community within the context of his/her study programme. This period is acknowledged within the student's total curriculum at Ghent University, within a previously determined framework (cf. learning agreement) between the institution, the student and Ghent University.

## P

### PLAGIARISM (PLAGIAAT)

To commit plagiarism is to present (parts of) a source as original and your own, without adding any acknowledgements. It can relate to different forms of production, such as texts (written, oral), images (photographs, film, graphs, diagrams, figures, etc), music, databases, structures, lines of reasoning or ideas. Plagiarism is considered to be a form of fraud and an irregularity at Ghent University.

#### PREDOCTORAL TRAINING PROGRAMME (PREDOCTORALE OPLEIDING)

A study programme that the faculty can or is required to impose on prospective doctoral students who hold a foreign diploma or who do not hold a Master's degree, respectively, after an evaluation of their file. This predoctoral training programme is an additional admission requirement to enrol for the doctorate, as determined in Article 5. The programme is authenticated with a certificate.

#### PREPARATORY COURSE (VOORBEREIDINGSPROGRAMMA)

A programme that may be imposed on students who do not hold any of the required diplomas that would entitle them to be admitted directly to the study programme for which they wish to enrol.

#### PREVIOUSLY ACQUIRED COMPETENCIES (EERDER VERWORVEN COMPETENTIES (EVC))

The knowledge, competencies and attitudes acquired by (prospective) students outside of university, for example through work, volunteering, hobbies or associations. This kind of experience is not validated by a study certificate but may correspond to particular competencies from a Bachelor's and/or Master's programme. In this case, the (prospective) students can have the acquired experience recognised as a "previously acquired competency" by completing an aptitude test. Based on this, they may be awarded exemptions for specific course units.

#### PREVIOUSLY ACQUIRED QUALIFICATIONS (EERDER VERWORVEN KWALIFICATIES (EVK))

Every domestic or foreign study certificate that shows that the student has successfully completed a formal learning track, whether as part of an educational programme or otherwise, insofar as it is not a credit certificate obtained within the same institution and programme at which the (prospective) student wishes to assert this qualification.

## R

#### RECESS (RECES)

The time period in which educational activities and evaluations organised by Ghent University are suspended, cf. the time spans specified in the academic calendar (cf. article 2 of the general Education and Examination Code).

#### REGISTER (REGISTREREN)

Individuals who are enrolled at a different higher education institution (visiting students) are registered at Ghent University. Registrations only serve administrative purposes, as it allows Ghent University to know the identity of the individual in question, while also allowing him or her to use a number of facilities that are available to Ghent University students.

#### REGULAR COURSE UNIT (REGULIER OPLEIDINGSONDERDEEL)

A course unit approved by the Executive Board (or by the Doctoral School Steering Committee if the course unit is taught by the Doctoral School) and for which the student is awarded a credit certificate upon successful completion.

## RESEARCH RESULTS (ONDERZOEKSRESULTATEN)

The results of research or development efforts, accomplished by the researchers as part of their relationship with Ghent University and/or by means of Ghent University resources or equipment (cf. [regulations concerning research and collaboration at Ghent University](#)). These do not comprise literary works or works of art as intended under the Law on Copyright and Neighbouring Rights (cf. book XI title 5 “Auteursrecht en naburige rechten” of the Code of Economic Law). Computer software or databases that are protected cf. book XI title 5 “Auteursrecht en naburige rechten” of the Code of Economic Law of 1 January 2015 are included in the research results. See also research results that can create value.

## RESEARCH RESULTS THAT CAN CREATE VALUE (VALORISEERBARE ONDERZOEKSRESULTATEN)

The specific research results as defined in Article 1 of the regulations concerning research and collaboration at Ghent University. (cf. research results).

## S

### SPECIAL TUITION FEE (BIJZONDER STUDIEGELD)

‘Increased’ tuition fee for some of the Master’s programmes.

### STUDENT

An individual who is enrolled at Ghent University for the current academic year.

### STUDY LOAD (STUDIEOMVANG)

The number of ECTS credits that are assigned to a course unit or a study programme.

### STUDY PROGRAMME (OPLEIDING)

The structuring unit of higher education, i.e. a set of coherent educational, study and evaluation activities that are authenticated with a diploma or certificate upon successful completion.

### STUDY PROGRAMME OVERVIEW (OPLEIDINGSPROGRAMMA)

The full set of course units that make up a study programme.

### SUPERVISOR (PROMOTOR)

The person in charge of steering and counselling Master’s and doctoral students.

## T

### TECHNOLOGY TRANSFER OFFICE (VALORISATIECEL)

The body charged with the protection and research transfer of Ghent University research results, for the benefit of and under the authority of Ghent University.

### TUITION FEE (STUDIEGELD)

The amount in euros that the student is to pay upon enrolment in order to take part in educational activities and/or exams. The tuition fee consists of a fixed amount and a variable amount, depending on the number of ECTS credits for which the student is enrolling.

## PART II: INTRODUCTORY PROVISIONS

### Article 1 Education and examination code for doctoral matters

**§1.** This code governs the general requirements for obtaining the academic degree of doctor at Ghent University. The following subjects are covered: (1) introductory provisions, (2) the predoctoral training programme, (3) the doctorate and the doctoral training programme, (4) the interdisciplinary doctorate, (5) the joint doctorate, (6) special circumstances, (7) the organisation and framework of the Doctoral School and (8) the concluding provisions.

**§2.** Unless this code deviates from them explicitly, the provisions set out in the general [Education and Examination Code](#) apply.

### Article 2 Language requirements

#### **§1.** Language requirements for the predoctoral training programme

For the predoctoral training programme, as part of the application procedure, the supervisor of the prospective doctoral student must confirm to the relevant Faculty Council that the student has a sufficient level of proficiency in the languages in which the course units are taught. If the prospective student's language proficiency is insufficient, s/he will not be admitted to the predoctoral training programme.

#### **§2.** Exemption from language requirements for the doctorate and the doctoral training programme

1. Prospective doctoral students are exempted from the language requirements for English, if they hold any of the following certificates:
  - a secondary education diploma awarded by (an educational institution that is recognised by) the Flemish Community;
  - a higher education diploma awarded by an institution of higher education that is recognised by the Flemish Community;
  - a certificate establishing that the student has completed the predoctoral training programme at Ghent University, provided that this programme primarily consisted of course units taught in English.
2. Prospective doctoral students may also be exempt from the language requirements for English if they meet one of the following requirements:
  - the prospective student has already passed an English-language study programme, either in secondary education or at an institution of higher education in Belgium or abroad (i.e., the student must have obtained 60 credits, whether it be in one academic year or several);
  - the prospective student can present a written statement from the supervisor, respectively, confirming that the prospective doctoral student has a sufficient command of English.
3. Prospective students are exempted from the language requirements for Dutch and/or English if they are admitted to a study programme on the basis of a selection procedure within the framework of an Erasmus Mundus Action 1 or Action 2, International Course Programmes, EU-US Atlantis, EU-Canada, which take language proficiency as one of the selection criteria.

#### **§3.** Language requirements for the doctorate and the doctoral training programme

For the doctorate and the doctoral training programme, the faculty specifies which level of proficiency (cf. §4) in English is required upon enrolment. Any amendments must be reported

to the Registrar's Office of the Department of Educational Policy (by email to [onderwijs@ugent.be](mailto:onderwijs@ugent.be)) before 1 April preceding the academic year concerned. If the language requirements are not specified, a B2 level of English is the required proficiency level for the doctoral training programme and the doctorate.

#### §4. Levels of proficiency

All certificates mentioned below must be valid at the time of the first enrolment for a study programme. This means that, if a term of validity is specified, it should not have lapsed and that language certificates without a term of validity should not be older than four academic years (counting from the academic year after the certificate was obtained).

LEVEL	ADEQUATE PROOF OF ENGLISH PROFICIENCY AS ACCEPTED BY GHENT UNIVERSITY
0	Everyone is accepted
B2	<ul style="list-style-type: none"> <li>• A TOEFL TEST, with a score ranging from at least 510 up to and including 559 (paper-based) or ranging from at least 72 up to and including 94 (Internet-based) or above. Participants should specify institution code 2643 if they want the test results to be communicated directly to Ghent University</li> <li>• An original Academic Test Report Form (TRF) from IELTS, with a score of at least 6.0</li> <li>• A B2 ITACE for students certificate awarded by the Ghent University Language Centre (Universitair Centrum voor Talenonderwijs, UCT), Linguapolis (University of Antwerp), the Leuven Language Institution (Instituut voor Levende Talen, ILT), or the Academic Language Centre (ACTo -VUB)</li> <li>• A B2 certificate awarded by a university language centre</li> <li>• The final test certificate for the course Practical English 5 or English for Written Academic Purposes, issued by the Ghent University Language Centre</li> <li>• A B2 First certificate (Cambridge English, First certificate in English (FCE))</li> <li>• Pearson Test of English Academic (PTE Academic), with a score of 59 up to and including 75</li> <li>• Cambridge ESOL B2 tests, more specifically FCE certificates</li> <li>• A certificate for International Baccalaureate in English B (SL, level 5, 6 &amp; 7); International Baccalaureate in English B (HL, level 5 &amp; 6); International Baccalaureate in English A (SL, level 5 &amp; 6); Baccalaureate in English A (HL, level 5 &amp; 6)</li> </ul>



C1	<ul style="list-style-type: none"> <li>• A TOEFL TEST, with a score ranging from at least 560 up to and including 676 (paper-based) or ranging from at least 95 up to and including 119 (Internet-based) or above. Test participants should specify institution code 2643, if they want the test results to be communicated directly to Ghent University</li> <li>• An original Academic Test Report Form (TRF) from IELTS, with a score of 7.0 or above</li> <li>• An C1 ITACE for students certificate awarded by the Ghent University Language Centre (Universitair Centrum voor Talenonderwijs, UCT), Linguapolis (University of Antwerp), the Leuven Language Institution (Instituut voor Levende Talen, ILT), or the Academic Language Centre (ACTo -VUB)</li> <li>• A certificate for Advanced Practical English, Proficient Practical English, or Advanced Academic English: Writing Skills issued by the Ghent University Language Centre</li> <li>• A C1 certificate from a university language centre</li> <li>• A C1 Advanced certificate (Cambridge English: certificate in Advanced English (CAE))</li> <li>• A Pearson Test of English Academic (PTE Academic), with a score of 76 up to and including 84</li> <li>• Cambridge ESOL C1 tests, more specifically CAE certificates</li> <li>• A certificate for International Baccalaureate English B (HL, level 7); International Baccalaureate in English A (SL, level 7)</li> </ul>
C2	<ul style="list-style-type: none"> <li>• A TOEFL TEST, with the highest score of 677 (paper-based), or 120 (Internet-based). Test participants should specify institution code 2643 if they want the test results to be communicated directly to Ghent University</li> <li>• An original Academic Test Report Form (TRF) from IELTS, with a score of 7.5 or above (maximum score = 9.0)</li> <li>• An ITACE certificate for students with a CEF C2 score, awarded by the Ghent University Language Centre (Universitair Centrum voor Talenonderwijs, UCT), Linguapolis (University of Antwerp), the Leuven Language Institution (Instituut voor Levende Talen, ILT), or the Academic Language Centre (ACTo - VUB)</li> <li>• A C2 certificate from a university language centre</li> <li>• A C2 Proficiency certificate (certificate of Proficiency in English (CPE))</li> <li>• A Pearson Test of English Academic (PTE Academic), with a score of 85 or higher</li> <li>• Cambridge ESOL C2 tests, more specifically CPE certificates</li> </ul>

### Article 3 [Language of instruction](#)

#### **§1.** Language of instruction for the predoctoral training programme

The language of instruction for the predoctoral training programme is the same as the language mentioned on the course sheets for the required course units as shown in the electronic course catalogue.

Language of instruction for the doctoral training programme

The language of instruction used at Ghent University for educational activities in the context of the doctoral training programme is English, with the exception of certain activities that focus on other languages specifically, or in situations where all participating students use Dutch as their working language (cf. Article 2 regarding language requirements).

**§2.** The language used within the context of a joint doctorate is established in accordance with the relevant articles in part VI of this Education and Examination Code for Doctoral Matters.

**§3.** The regulations regarding the language of the doctoral dissertation are discussed in Article 13 of this Education and Examination Code for Doctoral Matters.

## PART III: THE PREDOCTORAL TRAINING PROGRAMME

### Article 4 Definition

**§1.** The predoctoral training programme is a programme type with a study load of at least 20 ECTS credits and may be imposed as an additional admission requirement for the doctorate for students who hold a final diploma that has been awarded by a foreign institution of higher education, or for students who do not have a Master's degree.

*A predoctoral training programme is in general imposed on students who, in terms of higher education, only hold an academic bachelor's degree (also 5-year), a professional master's degree (e.g. MBA) or an (American) undergraduate degree.*

*A predoctoral training programme is in general not imposed on students who are following a (Chinese) combined master-PhD programme if the programme components equivalent to the master's programme have already been completed nor on students with a (South American) combined bachelor-master's degree (at least 5-year).*

When a predoctoral training programme is imposed as a requirement for prospective doctoral students, they must pass the programme before they can be admitted to the doctorate.

**§2.** The study programme overview for a predoctoral training programme comprises components of academic education as determined by the Faculty Council. The predoctoral training programme is composed in such a way that, taken together with any other degrees the student holds, guarantees that the student has all the necessary competencies to start the doctorate.

*The extent of the predoctoral training programme is proposed by the faculty doctoral committee. The most appropriate study programme committee will be responsible for proposing the exact contents of this predoctoral training programme.*

**§3.** Admission to the predoctoral training programme is granted on a case-by-case basis after examination of the admission request, in accordance with the provisions set out in Article 5.

**§4.** The faculty may grant exemptions for certain parts of the predoctoral training programme on the basis of previously acquired competencies (Eerder Verworven Competenties; EVK) or previously acquired qualifications (Eerder Verworven Kwalificaties; EVK).

**§5.** Granting admission to the predoctoral training programme does not imply admission to the doctorate. The prospective doctoral student may only request enrolment for the doctorate once s/he has successfully passed the predoctoral training programme, in accordance with the provisions described in Article 12, Article 13 and Article 14 of this Education and Examination Code for Doctoral Matters.

### Article 5 Admission requirements for the predoctoral training programme

**§1.** Prospective doctoral students, for whom passing a predoctoral training programme is mandatory before they can be admitted to the doctorate, may be admitted to the predoctoral training programme. In order to be granted admission to the predoctoral training programme, a member of the professorial staff ('ZAP') must have agreed to act as supervisor for the prospective doctoral student. The Faculty Council has the authority to admit candidates to the predoctoral training programme.

*At the Faculty of Engineering and Architecture, all applications for enrolment for a predoctoral training programme are to be addressed to the dean.*

**§2.** Before a prospective doctoral student who holds a final diploma awarded by a foreign institution of higher education is admitted to a predoctoral training programme, the supervisor will also assess whether the prospective doctoral student's language proficiency (English,

French or Dutch) is sufficient. The result of this assessment is disclosed as part of the proposal to the Faculty Council. If the prospective doctoral student's language proficiency is not sufficient, s/he will not be admitted to the predoctoral training programme.

**§3.** In some cases, proof of sufficient language proficiency for admission to the doctorate or the doctoral training programme is only required after the predoctoral training programme has been completed. The language requirements for the doctorate are set out in Article 2.

#### Article 6      [Enrolment in a predoctoral training programme](#)

**§1.** Those participating in a predoctoral training programme are required to enrol as a student.

**§2.** All enrolments for a predoctoral training programme are subject to the stipulations in article 15 and following of the general [Education and Examination Code](#). The enrolment makes it mandatory for students to pay the tuition fee, in accordance with the stipulations in article 21 of the general [Education and Examination Code](#). In the case of a refund of the tuition fee as a result of the termination of the contract, the provisions set out in article 34 of the general [Education and Examination Code](#) apply.

**§3.** Students enrolled in a predoctoral training programme are not eligible for a doctoral fellowship but may be eligible for a Ghent University scholarship for an amount of at least that which has been determined in the Belgian Royal Decree of 8 June 1983.

#### Article 7      [Persons with a final diploma awarded by a foreign higher education institution](#)

The following provisions apply to predoctoral training programmes intended for holders of a final diploma awarded by a foreign institution of higher education:

1. the student enrolled in the predoctoral training programme acquires the status of 'student';
2. late enrolment is possible at all times.

#### Article 8      [Initiative and approval](#)

**§1.** The Faculty Council decides on:

the individual study programme overview: under the supervision of a supervisor, the set study programme is individually completed; the language of instruction.

**§2.** The predoctoral training programmes all refer to the faculty that organises them in the following format: "Predoctoral training programme [name of faculty]".

The tuition fee for the predoctoral training programmes is determined on an annual basis by the university board as part of the task of determining the general tuition fees.

#### Article 9      [Assessment of the predoctoral training programme](#)

**§1.** The assessment of parts of the curriculum of the predoctoral training programme is subject to the provisions set out in Article 24.

**§2.** Examination Board of the predoctoral training programme

The Examination Board of a predoctoral training programme is composed by the Faculty Council and always includes the professorial staff member acting as the prospective doctoral student's supervisor, in accordance with Article 5 §1. For each Examination Board of a predoctoral training programme, the Faculty Council assigns a chair and a secretary, who may or may not be examiners, and who are professorial staff members.

The authorities of this Examination Board are as follows:

1. stating whether the student has passed (a deliberation set as part of) the predoctoral training programme;
2. taking examination-related disciplinary decisions in accordance with Article 60.

Except in cases of material error, the Examination Board has no authority to change examination marks during deliberations.

The deliberations of the Examination Board take place face-to-face or electronically.

The chair and secretary always check the deliberation lists for any material errors or anomalies and make these available to the members of the Examination Board (electronically or otherwise). The Examination Board may be assembled at the simple request of one of its members or the ombudsperson (cf. part V of the general [Education and Examination Code](#)).

The members of the Examination Board have a duty to attend deliberations and to sign the attendance register if a face-to-face deliberation takes place. If a member of the Examination Board is unable to attend the deliberation, s/he is to report this to the chair of the Examination Board without delay. Any unjustified absences of members are reported to the rector by the chair. The Examination Board can only deliberate legitimately if at least half of its members are present. Faculty ombudspersons are entitled to attend the deliberations of the Examination Boards in an observer capacity.

### **§3. Two-step assessment**

The assessment of the predoctoral training programme takes place in two steps: (1) the deliberation on the completed deliberation sets, and (2) the deliberation on the study programme.

1. Deliberations on the deliberation sets are organised in the fixed time periods as soon as the prospective doctoral student has taken the exams of all course units of a deliberation set of the predoctoral training programme.
2. The final deliberation on the predoctoral training programme is to occur immediately after the deliberation on the last remaining deliberation set.

Deliberations on the predoctoral training programme may take place in the examination periods set out in the academic calendar or at a different time. The Faculty Council is qualified to decide when deliberations on the predoctoral training programme can take place.

*At the Faculty of Engineering and Architecture deliberations on the predoctoral training programme may take place any time during the academic year.*

### **§4. Decisions by the Examination Board**

If the prospective doctoral student has obtained at least 10 out of 20 for all course units of a deliberation set, s/he is declared to have passed the applicable full deliberation set by the Examination Board. If a prospective doctoral student has not passed all course units of the deliberation set, the Examination Board may – after a secret ballot or otherwise – make a substantiated decision that s/he is still declared to have passed this deliberation set.

Without prejudice to the authority to deliberate of the Examination Board, prospective doctoral students are declared to have passed the predoctoral training programme if they have obtained a credit certificate for all course units to be taken and/or if they have been declared to have passed all deliberation sets of the predoctoral training programme.

Unless a member of an Examination Board or a faculty ombudsperson requests a ballot, the chair's proposal for the final assessment is accepted as the general consensus. The decisions by an Examination Board of a predoctoral training programme are carried by simple majority of the votes. Abstentions are not taken into consideration when voting. In the event of a tie, the decision is in the prospective doctoral student's favour.

The deliberation decisions of an Examination Board are to be substantiated and recorded in a report, along with the attendance register of the members of the Examination Board. These

reports are kept on file for five years, after which they are transferred to the university archives for storage. Prospective doctoral students have the right to inspect the report. If they wish to do so, they must contact the Faculty Student Administration (see part X).

Students are notified of the exam decision within fifteen calendar days after the date of the Examination Board meeting. The results of students who have passed the predoctoral training programme may be made public.

#### **§5. Appeal**

Students may file an appeal against the exam decision with the Institutional Appeals Committee. Article 81 of the general [Education and Examination Code](#) applies.

### Article 10      [Qualification and certification framework](#)

**§1.** Upon completion of the predoctoral training programme, a certificate is awarded by the rector. The text on the “predoctoral training programme” certificate consists of Ghent University’s logo, the student’s personal data and the text “has successfully completed the predoctoral training programme in question” (Dutch: “heeft met goed gevolg de desbetreffende predoctorale opleiding afgelegd”).

**§2.** The “predoctoral training programme” certificates are created centrally within the Department of Educational Policy. They are signed by the rector and are supplied with Ghent University’s dry seal. There are no grades of merit: students pass “successfully”.

**§3.** If a predoctoral training programme is organised in a language other than Dutch, the certificate is awarded in Dutch as well as in the other language of instruction.

### Article 11      [Quality control](#)

**§1.** The organising faculty or entity is responsible for the internal quality control of its own predoctoral training programme. They must continuously and on their own initiative monitor the quality of their educational activities. Structured feedback given by (former) students about the courses they have taken is one of the ways this can be achieved.

## PART IV: THE DOCTORATE AND THE DOCTORAL TRAINING PROGRAMME

### Section 1: Administration and reporting

#### Article 12 Admission requirements for the doctorate and the doctoral training programme

##### §1. Holders of a Belgian diploma

It is a general admission requirement for students who want to enrol for the preparation of a doctoral dissertation that they hold a Master's degree awarded by a recognised Belgian institution of higher education. The faculty may undertake a complementary inquiry to assess the prospective doctoral students' aptitude for conducting academic research in the relevant discipline and recording the results of any such research efforts in a dissertation.

*In addition to the selection of the prospective doctoral student by the administrative supervisor responsible, the mandatory faculty additional inquiry into the suitability of the prospective doctoral student consists of an interview of the prospective doctoral student by at least 1 other authorized person. Authorized persons are the other supervisor(s) if applicable, other members of the professorial staff ('ZAP') from Ghent University, members of the doctoral advisory committee if proposed, or HR persons specialized in the selection of doctoral students. Being part of the assessment committee for the master's dissertation of the prospective doctoral student can be considered equivalent to conducting an interview.*

*The faculty doctoral committee assesses the fit of the master's degree with the research topic to which the doctoral dissertation will relate and provides advice to the faculty on the suitability of the prospective doctoral student. When in doubt in exceptional cases, the faculty doctoral committee asks the supervisor(s) for a motivation and/or organizes a consultation regarding prior knowledge after which, if necessary, a mandatory faculty doctoral training programme can be imposed.*

In addition, prospective doctoral students must successfully complete the admission procedure as set out in Article 13.

##### §2. Holders of a non-Belgian diploma

Holders of a non-Belgian diploma may be admitted to the doctorate and the doctoral training programme after an [admission procedure](#) (cf. article 12 and following of the general [Education and Examination Code](#)). In addition, prospective doctoral students must successfully complete the admission procedure as set out under Article 13.

*The diploma of these prospective doctoral students should be assessed by the faculty doctoral committee in comparison with a Belgian master diploma. In the exceptional case where there is no master's dissertation in the master's programme, equivalent research experience must be demonstrated. After the comparison of the diploma with a Belgian master diploma, the same procedure as for holders of a Belgian diploma is followed (cf. §1).*

##### §3. Language requirements

The language requirements for the doctorate and the doctoral training programme are stipulated in Article 2 of this Education and Examination Code for Doctoral Matters.

§4. Admitting prospective students to the doctorate, to the Ghent University doctoral training programme and to the doctoral examination, as well as awarding the doctoral degree and the certificate for the doctoral training programme, falls under the authority of the faculty.

§5. Admission to the Ghent University doctoral training programme is inherent to the admission to the doctorate, and enrolment happens simultaneously.

§6. Doctoral students follow their Ghent University doctoral training programme within the faculty where their doctorate is set up.

**§7.** It is not possible to enrol for the Ghent University doctoral training programme through a credit contract or an exam contract.

### Article 13 Application for the first enrolment for the doctorate and the doctoral training programme

**§1.** Admission to the first enrolment for the doctorate and the doctoral training programme is awarded in accordance with the following procedure.

Prospective doctoral students are to present themselves in writing to the Faculty Council (see faculty contacts listed in part XI), with the approval of at least one supervisor. *At the Faculty of Engineering and Architecture, this is equated with the request for first enrolment for the doctorate and the doctoral training programme.* At least one of the supervisors must belong to one of the following categories:

1. Ghent University professorial staff members;
2. visiting professors with a research assignment at Ghent University;
3. retired professorial staff members who have been granted permission to continue (part of) their paid educational activities at Ghent University.

*Any other supervisors either also belong to one of the above-mentioned categories, or are OP3 staff members at Ghent University or have obtained a PhD themselves.*

*All professorial staff members of the Faculty of Engineering and Architecture – both those fully or mainly responsible for the study programme in engineering and those fully or mainly responsible for the study programme in engineering technology – may act as a supervisor of a doctorate in engineering as well as of a doctorate in engineering technology.*

*As a rule, the maximum number of supervisors for a doctorate is three, of whom no more than two supervisors can belong to the same university research group. In the case of a joint doctorate with another scientific institute or an interdisciplinary doctorate, an exception can be allowed, provided that it is sufficiently motivated with respect to the contents of the dissertation.*

**§2.** When they present themselves, the prospective doctoral students will provide the following information: the proposed research topic of the dissertation, the doctoral title they intend to acquire and the language in which the dissertation will be written. They will also inform the Faculty Council of the diplomas they obtained or the documents that may allow them to obtain the doctoral degree.

**§3.** Students can take their doctorate under the joint supervision of Ghent University and one or several other partner institutions. They can do this by means of a cooperation agreement between the student and the institutions concerned, in accordance with the stipulations in part VI. There may be no departures from the requirement to submit an annual self-reflection report (Article 18) or from the requirement to re-enrol as a doctoral student at Ghent University every year (Article 19).

**§4.** Students may also take an interdisciplinary doctorate, leading to a combined doctoral degree under the joint supervision of two or more Ghent University supervisors who belong to different fields, in accordance with the stipulations in part V.

**§5.** On the basis of the submitted file, the Faculty Council decides whether or not the prospective student will be granted permission to enrol for the doctorate and the doctoral training programme. If this permission is granted, the Faculty Council will appoint the supervisor(s). One of these supervisors who belongs to the categories listed in §1 will be appointed as the administrative supervisor responsible. If applicable, the Faculty Council will also appoint the members of the doctoral advisory committee. Finally, the Faculty Council also



approves the proposed research topic, the language in which the dissertation will be written, and the intended doctoral degree.

Doctoral dissertations are to be written in Dutch or in English. However, after a substantiated and written request from the doctoral student, permission may be granted by the Faculty Council for the whole or part of the dissertation to be written in another language. If a doctoral dissertation has a foreign language as its subject – either in part or as a whole – the Faculty Council may decide to impose the use of said other language. If the doctoral dissertation is written in English, the faculty may require the doctoral student to corroborate that s/he has a command of English (cf. Article 2 §4), unless the student is exempted from such an obligation in accordance with the provisions of Article 2 §2.

*Any dissertation, regardless of its language, is essentially composed of a substantial coherent text that provides a comprehensive description of the essential elements and results of the research at hand, and how they are related to each other. This text contains, among other things, one global description of the background and the problem formulation and one general conclusion, and needs to make use of a coherent notation system. It may be complemented by supportive appendices (e.g. detailed elaborations, information on the equipment or techniques used, information from the literature or from third parties, etc.). No strict conditions are imposed as far as the length of the substantial coherent text is concerned: the Examination Board may determine whether or not the text meets the abovementioned criteria. In practice, this text (including the appendices) is typically 100 to 200 pages long at the Faculty of Engineering and Architecture.*

*Any dissertation contains a (scientific) summary of at least 1000 words, both in Dutch and in English, regardless of the language of the dissertation. Both summaries are included at the beginning of the dissertation. The Dutch terminology in the discipline in question is of special interest here.*

*After the doctoral student has submitted the dissertation, the dean's office will contact him or her to deliver a short, simplified summary in Dutch (of approximately 200 words).*

The Faculty Council decides if the doctoral training programme is to be followed in full or only partly (cf. Article 21 §5), will determine the total curriculum of this mandatory doctoral training programme if necessary and will also set a date by which the obligation is to be met (in accordance with the particular structure of the programme, as well as the stipulations provided in Article 20 and following in this Education and Examination Code for Doctoral Matters and, if applicable, the supplementary faculty regulations).

*For holders of a Belgian master diploma from a 'bèta' faculty, the successful completion of a faculty-mandated doctoral training programme (see Article 21 §4) is not a prerequisite for taking the doctoral examination, unless the administrative supervisor responsible justifies the necessity and the faculty doctoral committee agrees.*

*For holders of a Belgian master diploma from a 'alpha' faculty or from a 'gamma' faculty, the successful completion of a faculty-mandated doctoral training programme (see Article 21 §4) is a prerequisite for taking the doctoral examination, unless the administrative supervisor responsible justifies its redundancy and the faculty doctoral committee agrees.*

*For holders of a non-Belgian diploma, the diploma must be assessed by the faculty doctoral committee in comparison to a Belgian master diploma. Based on this assessment, the faculty doctoral committee determines whether they can be exempted from a faculty-mandated doctoral training programme as a prerequisite for taking the doctoral examination in the same way as described above for a Belgian master diploma.*

*The faculty-mandated doctoral training programme is scheduled in the initial phase of the doctorate. It consists of regular course units with a study load of up to a maximum of 18 credits and possibly of other components of the full doctoral training programme. If regular course*

*units are included, then those credits are filled in according to the preliminary education of the doctoral student and the subject of the intended doctorate and those can be selected from all available regular course units, including those of the supervisor(s). For each course unit, it is specified in which research year the doctoral student should have passed it and the status is included in the annual self-reflection report. Failure to pass a course unit within the stipulated period is a sufficient reason for the supervisor(s) to submit a negative recommendation, which may result in a refusal of re-enrolment, provided exceptional circumstances and international exchanges are taken into account.*

*This contents of the faculty-mandated doctoral training programme is proposed by the (administrative) supervisor (responsible) and submitted to the faculty doctoral committee for approval.*

*Supervisors of doctoral students who registered for the first time for the doctorate and the doctoral training programme before the academic year 2022-2023 and whose doctoral training programme is completely or entirely redundant under the current regulations can ask the faculty doctoral committee to adjust the previously imposed faculty-mandated doctoral training programme to the current regulations.*

The Faculty Council may alter any part of the admission file referenced in §1-4 of this article in the course of their investigation, in accordance with the stipulations of the supplementary faculty regulations.

**§6.** At Ghent University it is not possible to enrol for a doctorate if the candidate is aiming for a Ghent University doctorate title that has already been obtained on the basis of a previous doctorate.

## Article 14 First enrolment for the doctorate and the doctoral training programme

### **§1.** Period of enrolment

As soon as admission has been granted to the doctorate and the doctoral training programme, it is mandatory for the prospective student to enrol as a doctoral student as soon as possible and within the academic year to which the admission is applicable. A first enrolment for the doctorate and the doctoral training programme can be arranged at any time in the course of the academic year.

*At the Faculty of Engineering and Architecture, all applications for enrolment for the doctorate and the doctoral training programme are to be addressed to the dean.*

**§2.** As for the regulations concerning enrolment fraud, validity of the enrolment, student card and certificates, personal details updates, Ghent University account, enrolling for multiple study programmes, and the special status for students, the regulations stipulated in article 17 and following of the general [Education and Examination Code](#) apply.

### **§3.** Tuition fee

The enrolment makes it mandatory for students to pay the tuition fee, in accordance with the stipulations of article 21 of the general [Education and Examination Code](#). As regards the potential reimbursement for tuition fees in the event that the contract is terminated, the stipulations in article 34 of the general Education and Examination Code apply.

**§4.** The actual enrolment formalities are handled by the Registrar's Office of the Department of Educational Policy, as is stated on the [relevant web page](#).

**§5.** Every student who has been granted admission to enrol in the doctorate and the Ghent University doctoral training programme automatically becomes a member of the Doctoral School.

**§6.** Researchers enrolled in the doctorate and the Ghent University doctoral training programme are granted access to the activities provided by the Doctoral School (cf. Article 20).

## Article 15      Guidance of doctoral students

**§1.** The Faculty Council guarantees that all doctoral students who enrolled for the first time for the doctorate and the doctoral training programme from the academic year 2015-2016 onwards will be supervised by at least two people, either by appointing more than one supervisor or by assigning a doctoral advisory committee, or in another way that is to be determined by the faculty. The Faculty Council may reassign the doctoral student to a different set of supervisors at any time without permission from the current supervisors.

**§2.** The supervisor(s), doctoral advisory committee and/or other counsellor(s) are responsible for the support, follow-up and assessment of the doctoral student throughout the entire study and research period. One supervisor is appointed as the main supervisor with administrative responsibilities (cf. Article 13 §1 and §5).

A relative by blood or by marriage up to and including the fourth degree is not allowed to act as a supervisor, member of the doctoral advisory committee or counsellor. Any relations arising from legal cohabitation are hereby considered equivalent to those arising from marriage.

If this relationship arises after the supervisor, member of the doctoral advisory committee or counsellor has been appointed, the person in question will request a replacement from the Faculty Council. Similar measures must be taken if, for reasons of personal involvement with the doctoral student, it may not be possible to offer good guidance or remain objective while evaluating (the progress of) the dissertation.

**§3.** The Faculty Council determines in the supplementary faculty regulations whether or not a doctoral advisory committee is required for each doctoral student in the faculty. Without prejudice to the stipulations of the supplementary faculty regulations, all doctoral students may request the appointment of a doctoral advisory committee.

*At the Faculty of Engineering and Architecture a doctoral advisory committee is only required if there is only 1 supervisor appointed.*

**§4.** The Faculty Council appoints the doctoral advisory committee, in accordance with the supplementary faculty regulations or at the doctoral student's request. If no doctoral advisory committee is assigned, the administrative supervisor responsible will take on all the duties and responsibilities of the doctoral advisory committee, except for those mentioned in Article 18 §5 and §6, which are taken up by the faculty's doctoral committee (or, if no doctoral committee has been set up, the committee to which the Faculty Council has assigned these tasks and responsibilities).

*At the request of the supervisor(s) and/or the doctoral student, the Faculty Council may appoint a doctoral advisory committee. The doctoral student may suggest one member of this committee to the Faculty Council. This suggestion is preferably already announced when the doctoral student presents himself to the Faculty Council (as described in article 13).*

**§5.** The doctoral advisory committees consist of at least three and at most five members, including the supervisor(s). At least one member is preferably an outside expert unrelated to Ghent University. The members of the doctoral advisory committee are not required to have a doctoral degree themselves, unless otherwise stated in the supplementary faculty regulations.

**§6.** Each year, the doctoral advisory committee will make a recommendation on the self-reflection report in which the doctoral student reports on the progress in his/her doctoral research (as described in Article 18).

**§7.** The doctoral advisory committee decides the individual curriculum of the doctoral training programme. It does so in joint consultation with the doctoral student and without prejudice to any stipulations on mandatory doctoral training programmes.

**§8.** The doctoral advisory committee will formulate a recommendation on submitting the dissertation with the Faculty Council.

#### Article 16      Data management

**§1.** Doctoral students with a first enrolment from the academic year 2020-2021 onwards must draw up a data management plan (DMP) at the start of their research and submit this plan no later than six months after their enrolment for the doctorate in the manner requested by the administration. The DMP must be drawn up on the basis of one of the templates made available at [dmponline.be](http://dmponline.be). The preparation of a DMP is preferably also performed using this tool. Doctoral students who are already required to draw up a DMP for their own faculty or an external fund may submit the same DMP in order to comply with this requirement.

**§2.** Doctoral students are expected to keep their DMP up to date during the duration of the project and be able to account for the data management of their project at all times. At the end of the project, but before the public defence of their dissertation, doctoral students must submit the final version of their DMP (cf. Article 30 §3)

#### Article 17      Requirements regarding property rights and research transfer

**§1.** In pursuance of article 4 of the General Research and Cooperation Regulations of Ghent University Association (“Algemeen Onderzoeks- en Samenwerkingsreglement van de Associatie Universiteit Gent”, AOSR), all doctoral students who are considered voluntary researchers in accordance with article IV.48 of the Codex Higher Education transfer all property rights of their research results to Ghent University upon enrolment. Subject to individual agreement to the contrary, all doctoral students are treated as researchers at Ghent University as far as the implementation is concerned of all applicable regulations on the research transfer of research results.

**§2.** The supervisor(s) and the doctoral students see to it that, in accordance with article 3.1 of the regulations concerning research and collaboration at Ghent University, research results that can create value are always reported to the Technology Transfer Office prior to any form of publication, including sharing the dissertation with the members of the Examination Board cf. Article 27 below, and including the public defence of the dissertation cf. Article 30 below. Further information about this subject can be found on [the relevant web page](#) of the Technology Transfer Office.

**§3.** In accordance with article 6.2. of the regulations concerning research and collaboration at Ghent University, restrictions may apply for the publication of the research results if this is necessary for the intellectual protection of the research results or in order not to jeopardise the changes of research transfer of the research results.

*Guidelines for carrying out a doctorate or a research project while focusing on aspects of confidentiality are enclosed as annex to these regulations. The annex refers to aspects regarding confidentiality, publications and (patent) inventions, as well as related contract documents.*

**§1.** Doctoral students will report regularly, at their own initiative or when requested, on the progress in their research to the doctoral advisory committee or their supervisor(s). They will do this by means of the electronic platform provided by the Doctoral School Office (DSO).

*The doctoral student, who was imposed a faculty-mandated doctoral training programme, will also report on the progress of this doctoral training programme.*

**§2.** Between 1 April and 30 June of the ongoing academic year, all doctoral students are to submit an annual self-reflection report to the doctoral advisory committee or, in the absence of such a committee, the supervisor(s). The self-reflection report consists of, at the least, a research report covering the progress of the research. If the doctoral student must also complete a doctoral training programme, this will also be covered in the annual report. The first self-reflection report must contain at least an action plan for the doctoral research.

*The doctoral student, who was imposed a faculty-mandated doctoral training programme, will add a status and further schedule for this doctoral training programme to the self-reflection report, so that the doctoral training programme is scheduled in the initial phase of the doctorate. For the regular course units included in the faculty-mandated doctoral training programme, the result is mentioned in the self-reflection report.*

**§3.** Doctoral students who first enrolled for the doctorate and the doctoral training programme after 31 May of the ongoing academic year are not required to submit a self-reflection report (cf. Article 19 §2).

**§4.** Based on the research report included in the self-reflection report, the doctoral advisory committee or, in its absence, the supervisor(s) formulate(s) an annual recommendation on the doctoral students' progress in their research and, if applicable, their doctoral training programme. This recommendation is passed on to the doctoral student and must expressly state whether the research offers sufficient doctoral opportunities within a reasonable time span. The doctoral advisory committee or, in its absence, the supervisor(s) ensure(s) that the recommendation is the subject of a conversation with the doctoral students. As such, the students are given the opportunity to provide any additional argumentation. The research report included in the self-reflection report and the evaluation report is transferred to the DSO, which handles the administrative follow-up for these files.

Doctoral students may be assisted by a Flemish Sign Language interpreter, a speech-to-text interpreter, or an interpreter of another sign language (<https://www.vaph.be/tolk>). Other than an interpreter, third parties are not allowed to attend these meetings. The supplementary faculty regulations may determine any possible stipulations to set and follow up on meetings between the doctoral student and the doctoral supervisory committee.

*For the doctoral student, who was imposed a faculty-mandated doctoral training programme, the report should also state whether the progress of the faculty-mandated doctoral training programme offers sufficient doctoral opportunities within a reasonable time span.*

**§5.** If the doctoral advisory committee or, in its absence, the supervisor(s) believe(s) that the research offers sufficient doctoral opportunities within a reasonable time span, the administrative supervisor responsible will draw up a favourable (i.e., positive) written recommendation on the research report included in the self-reflection report. This invariably means that the student in question is allowed to enrol for the following academic year, in accordance with the stipulations of Article 19. The favourable recommendation may also include recommendations or requirements concerning the continuation of the research in the following academic year. Both the self-reflection report and the favourable recommendation are also delivered to the Doctoral School for further follow-up.

*For the doctoral student, who was imposed a faculty-mandated doctoral training programme, if necessary, the positive report may also include recommendations or requirements regarding the completion of the faculty-mandated doctoral training programme.*

**§6.** If the doctoral advisory committee or, in its absence, the supervisor(s) believe(s) that the research does not offer sufficient doctoral opportunities within a reasonable time span, or if the supervisor(s) indicate(s) that they no longer wish to supervise the doctorate, the administrative supervisor responsible will draw up a substantiated unfavourable (i.e., negative) written recommendation about the research report included in the self-reflection report. The self-reflection report and the unfavourable recommendation will be submitted by the DSO for further follow-up to the relevant faculty doctoral committee (or if no faculty doctoral committee has been established, to the committee appointed for this in the supplementary faculty regulations). The competent committee will investigate the unfavourable recommendation from the supervisor(s) within sixty calendar days of receipt. This committee checks, among other things, whether the doctoral student has been given the opportunity to make sufficient research progress and whether the doctorate can be successfully completed within a reasonable timeframe. To this end, the doctoral student and the supervisor(s) are invited to a hearing. The process for this meeting can be set out in the supplementary faculty regulations. The faculty ombudsperson for doctoral students may attend the meeting(s) of the competent committee as an observer. At the hearing, the doctoral student may be assisted by a confidential advisor, a counsellor or an interpreter. At the express request of the doctoral student, the set period of sixty calendar days can be extended by a period of sixty calendar days if the doctoral student cannot be heard due to proven medical reasons. If a hearing can still not be organised after the extension period due to proven medical reasons, the doctoral student can submit a written defence. If the doctoral student does not attend the hearing for any other reason, the competent committee can proceed to complete the procedure without the doctoral student being heard.

If the competent committee finds that the research does not offer sufficient doctoral opportunities within a reasonable time span, it will forward this unfavourable recommendation to the faculty office where the doctoral student is enrolled. Then, within a period of ten calendar days, the faculty office confirms the final decision to refuse the doctoral student the permission to re-enrol, in accordance with the provisions of Article 22, and will submit this decision to the Doctoral School Office for follow-up, unless procedural irregularities are identified, in which case the competent committee may ask for the procedure to be resumed. The rector will communicate this decision confirmed by the faculty office to the doctoral student in writing within thirty calendar days and the Doctoral School Office will also communicate it via email.

If the competent committee finds that the research does offer sufficient doctoral opportunities within a reasonable time span, it will forward a favourable recommendation to the faculty office where the doctoral student is enrolled within sixty calendar days together with a proposal for the further guidance of the doctoral student in consultation with the doctoral student. If the competent committee, in consultation with the doctoral student, cannot draw up said proposal, the decision will be taken to confirm the original negative assessment and refuse re-enrolment. Where the competent committee can draw up said proposal, the Faculty Council will appoint a new supervisor if necessary. The favourable recommendation implies that the doctoral student is allowed to enrol for the doctorate and the doctoral training programme for the following academic year, in accordance with the provisions of Article 19, if necessary, under the guidance of another supervisor. The doctoral student will be informed of this decision in writing within thirty calendar days.

**§7.** An appeal may be filed against the decision of the faculty office (cf. §6) to the Institutional Appeals Committee, as stipulated in article 81 of the general [Education and Examination Code](#).

## Article 19 Re-enrolment for the doctorate and the doctoral training programme

**§1.** It is mandatory for doctoral students to re-enrol every year until they have successfully defended their doctoral dissertation, regardless of their type of appointment or funding. The doctorate re-enrolment period coincides with the period of enrolment as stipulated in article 15 of the general [Education and Examination Code](#).

**§2.** Doctoral students who, in accordance with the stipulations in Article 194, enrol for the first time for the doctorate and the doctoral training programme after 31 May of the ongoing academic year are not required to submit a self-reflection report and may re-enrol for the following academic year without any additional preconditions.

**§3.** Doctoral students who first enrolled from the academic year 2020-2021 onwards and who are re-enrolling for the first time, may only do so if they have successfully completed the mandatory introduction programme (cf. Article 20 §3).

**§4.** Doctoral students who have enrolled for the doctorate and the doctoral training programme and who are required to submit a self-reflection report between 1 April and 30 June of the ongoing academic year may re-enrol on the condition that:

1. the doctoral advisory committee or, in its absence, the supervisor(s) have given a favourable recommendation on the self-reflection report, in accordance with Article 18;
2. or the doctoral student has received written permission to re-enrol from the rector, in accordance with Article 18;
3. or the doctoral student has received permission to re-enrol from the faculty after a new supervisor has been appointed, in accordance with Article 18.

**§5.** Re-enrolment will be refused if the self-reflection report received an unfavourable recommendation, in accordance with Article 18.

**§6.** Re-enrolment may be refused if the terms of the contract have been breached in the case of a joint doctorate (cf. part VI).

**§7.** In exceptional cases where the student has submitted their self-reflection report correctly as described in Article 18 and has not received permission to re-enrol by the start of the next academic year, the candidate may be granted permission to enrol by the rector based on a detailed justification by the student.

## Section 2: The doctoral training programme

### Article 20 Definition of the doctoral training programme

**§1.** The Ghent University doctoral training programme is a flexible study programme overview that is offered within a faculty and is organised by the Doctoral School. The study programme is intended to broaden as well as deepen the knowledge and competencies of doctoral students, in preparation of a doctoral dissertation.

**§2.** The Doctoral School is in charge of the doctoral training programme, in joint consultation with the faculties concerned (cf. Article 21).

**§3.** For every doctoral student who first enrolled in the academic year 2020-2021 or later, Ghent University's mandatory doctoral training programme consists of at least the digital introduction programme that is provided by the Doctoral School via Ghent University's digital learning environment. In addition, every doctoral student has the right to follow the complete

doctoral training programme as described in Article 21, in accordance with the stipulations in the course catalogue. If necessary, every doctoral student is also bound by the mandatory doctoral training programme described in the supplementary doctoral regulations stipulated by the faculty at which s/he is enrolled (cf. Article 21 §6).

**§4.** Upon the successful completion of the full doctoral training programme's curriculum and after the recommendation of the Doctoral School, the faculty awards a certificate that is given by the rector (cf. Article 25).

**§5.** The Dutch name of this programme is: Doctoraatsopleiding Universiteit Gent.

**§6.** The language of instruction in the context of the Ghent University doctoral training programme is described in Article 3 of this Education and Examination Code for Doctoral Matters.

## Article 21 Curriculum of the doctoral training programme

**§1.** The components that make up the doctoral training programme are the same for all doctoral students at Ghent University. Apart from the mandatory components set out in §4, the specific curriculum may be determined for each doctoral student individually, or for certain groups. For every doctoral student who first enrolled in the academic year 2020-2021 or later, the Ghent University doctoral training programme consists of at least the mandatory digital introduction programme that is provided by the Doctoral School via Ghent University's digital learning environment. Together with the doctoral student, the doctoral advisory committee or, in its absence, the supervisor(s) is (are) responsible for structuring the doctoral student's individual curriculum, without prejudice to any stipulations in supplementary doctoral regulations provided by a faculty (cf. §6). The Doctoral School monitors the quality of each of the components of the curriculum.

**§2.** The study programme overview for the Ghent University doctoral training programme, which is organised within the various faculties and for which the curriculum is offered within the DSO, is stipulated in the electronic course catalogue.

**§3.** The components of the doctoral training programme are approved by the Executive Board. The DSO is responsible for the concrete organisation of the offer.

**§4.** In every faculty, the study programme overview includes the following components:

Components doctoral training programme	Mandatory doctoral training programme	Complete doctoral training programme (minimum requirement doctorate programme certificate)	Faculty-mandated doctoral training programme (if applicable)
1) Introduction programme A digital learning path providing information about the support available to doctoral students. Information about: the doctoral training programme and the available courses in the doctoral training programme; relevant regulations; ethical and legal requirements pertaining to the doctoral research; professionalisation; research support	X	X	The maximum requirement the faculty can impose is a doctoral training programme consisting of the complete doctoral training programme + 30 ECTS credits in regular course units.



specific to international doctoral students; general information about health and wellbeing.			
2) Research-related activities: Three oral presentations or posters presented during a national or international conference.		X	
3) In-depth studies: Three specialised courses organised or recognised by the Doctoral School. Regular course units and units that are part of lifelong learning programmes may also be recognised as specialised courses.		X	
4) Doctoral seminars in transferable skills: Three courses relating to transferable skills, organised or recognised by the Doctoral School, chosen from three of the four following clusters: (1) communicative skills, (2) research and research transfer, (3) career management and (4) leadership and self-management. Regular course units and units that are part of lifelong learning programmes may also be recognised as doctoral seminars in transferable skills.		X	
5) Yearly report about the progress made regarding the research and the doctoral training programme: All doctoral students are required to submit a yearly report about the progress made regarding the research and the doctoral training programme. The report is to be submitted via the electronic platform provided by the Doctoral School (cf. Article 21).	X	X	
6) Doctoral defence	X	X	

**§5.** After receiving a favourable recommendation from the Doctoral School, the faculties may grant exemptions in categories 2 through 4. Exemptions cannot be granted based on course units from the programme that forms the basis of acceptance for the enrolment for the doctorate and the doctoral training programme.

There can be no exemptions for the annual self-reflection report or for the doctoral defence.

After receiving a favourable recommendation from the Doctoral School Office, exemptions for the mandatory introduction programme may be granted in the following cases: for doctoral students who first enrolled before the academic year 2020-2021 and who, after having been disenrolled for a minimum of one year, must first enrol in or after the academic year 2020-2021, for doctoral students preparing a joint doctorate in the context of which they will only be present at Ghent University for a limited time, or for doctoral students who enrol solely to complete the doctoral examination at Ghent University after a period of independent research without affiliation.

**§6.** The faculties may partially or fully make the components 2, 3 and/or 4 of the doctoral training programme (cf. §4) mandatory for certain students, groups of students, or certain doctoral titles. The category concerning in-depth studies of the programme overview can be supplemented by the faculties with a set of regular course units that may not exceed the total study load of 30 ECTS credits.

Based on objective criteria, the faculties must clearly define for which graduates or for which doctoral titles the faculty-mandated doctoral training programme is mandatory. This is defined in the supplementary faculty regulations. When granting admission to the doctorate, the Faculty Council imposes this requirement on the doctoral students for whom it is applicable.

The faculties may grant exemptions for the faculty-mandated doctoral training programmes to every doctoral student who can prove they have mastered relevant previously acquired competencies or knowledge (cf. §5), who is enrolled in a joint doctorate and/or who holds a “sandwich” scholarship (type of funding used when part of the research is performed abroad). The faculties may define a maximum duration for the period within which the faculty-mandated doctoral training programme must be successfully completed. If this maximum period has not been defined, doctoral students must be able to prove that they have passed the faculty-mandated doctoral training programme (excluding the doctoral defence) in order to be admitted to the second part of the doctoral examination (public defence). To this end, the doctoral student must provide the chair of the relevant Faculty committee with the necessary evidence, at the latest twenty working days before the relevant Faculty Council where the doctorate is submitted, that the required doctoral training programme was completed (with the exception of the defence the doctoral dissertation).

**§7.** Provided they have permission from their supervisor, every student has the right to also voluntarily follow: three doctoral seminars in transferable skills organised by the Doctoral School (depending on availability), three specialised courses organised by the Doctoral School (depending on availability) and 30 ECTS credits worth of regular course units. The study load for these additional components is subject to the limitation that it, together with the study load for the part of the curriculum set out in §4, 5 and 6 in this article, may never exceed the equivalent of six specialised courses (including the specialised courses that are achieved in the form of regular course units), or 30 ECTS credits worth of regular course units, and six doctoral seminars in transferable skills. As for course units that are not part of the complete doctoral training programme described in §4, doctoral students may submit an objection in the case of a rejection by the supervisor. In this case, the objection is submitted to the Doctoral School Office.

**§8.** Regular course units from postgraduate programmes and advanced Master’s programmes with special tuition fees, and units that are part of lifelong learning programmes may be accepted as part of the total curriculum, provided that they also meet the approval requirements, including financial arrangements. These course units can be included in a student’s curriculum as an elective within Bachelor’s programmes or Master’s programmes subsequent to Bachelor’s programmes, or as part of the course units in the Ghent University

doctoral training programme that are part of a Master's programme with special tuition fees, a postgraduate programme, or a lifelong learning programme.

**§9.** At any time during their doctorate, doctoral students can follow course units from Ghent University's Educational Master's programme, under the following conditions:

1. Notwithstanding the provisions of §7, only course units from the theoretical education programme line and elective course units related to education can be included in the doctoral training programme as an in-depth course on the basis of enrolment for the contract to obtain a diploma for the doctorate. Doctoral students are exempt from the tuition fee for these course units.
2. The course units from the didactics and internship programme lines and the Master's dissertation can only be followed via separate enrolment in a diploma contract for the relevant Ghent University Educational Master's programme. Doctoral students pay the corresponding tuition fee for these course units in the separate diploma contract. For the inclusion of these course units, doctoral students always require the permission of the supervisor as described in §7.
3. From the internship programme line of Ghent University's Educational Master's programme, internship A or internship B or internship C – these are the internships that correspond to the didactics followed – can be recognised as broadening courses within the doctoral training programme in the “Career Management” cluster. This does not mean an exemption from paying the tuition fee, nor does it mean that enrolment in the diploma contract of the Educational Master's programme is not required for this internship.

## Article 22 [Enrolment for components of the doctoral training programme](#)

**§1.** Enrolment for the various components of the doctoral training programme is subject to the following stipulations:

1. Enrolment for specialised courses and doctoral seminars in transferable skills, organised by the Doctoral School, is subject to the procedures set out by the DSO.
2. Enrolment for the specialised courses and doctoral seminars in transferable skills, recognised by the Doctoral School, is subject to the procedures set out by the organising institution.
3. Enrolment for regular course units organised by Ghent University is subject to the procedures that are in force within the university.
4. Enrolment for regular course units organised by other institutions is subject to the procedures set out by the organising institution.

**§2.** Doctoral students who must follow a faculty-mandated doctoral training programme report on their progress in an annual self-reflection report (cf. Article 18).

## Article 23 [Description of the components of the doctoral training programme](#)

**§1.** For the components of the Ghent University doctoral training programme described in Article 21 §4, the following definitions shall apply:

1. Mandatory introduction programme (for all doctoral students who first enrolled in the academic year 2020-2021 or later): A digital learning path providing information about the available support for doctoral students. This includes information about the doctoral training programme and the available courses in the doctoral training programme, the relevant regulations, ethical and legal requirements pertaining to the doctoral research,

professionalisation, research support specific to international doctoral students and the general information about health and wellbeing.

2. Oral presentation or poster presented during a national or international conference:
  1. A national conference is organised by a national scientific committee, is a public event and uses English, a national language and/or a forum language as the official conference language(s).
  2. An international conference is organised by an international scientific committee, is a public event and uses English and/or a forum language as the official conference language(s).
  3. Oral presentations or posters presented during local conferences, colloquia, or symposia for doctoral graduates, closed scientific meetings (e.g., those organised by doctoral advisory committees) etc. are not eligible for approval for the Ghent University doctoral training programme.
3. Specialised course: The specialised course is organised or recognised by the Doctoral School. If a student wishes to follow a course that has not been organised or recognised by the Ghent University Doctoral School, the student must request recognition prior to the commencement of the course.
  1. A specialised course has a minimum duration of fifteen contact hours and is intended mainly for doctoral students (third-cycle studies).
  2. The evaluation method for a specialised course is determined during the course's introduction. The doctoral student must successfully participate in the specialised course in order to include it as part of the doctoral training programme. "Successful participation" requires, at the least, active participation in the course.
  3. Regular course units from a doctoral training programme organised by Ghent University or a different institution of higher education may be recognised as specialised courses.
  4. In exceptional cases, regular course units from a Master's programme, an advanced Master's programme or a postgraduate programme organised by Ghent University or a different institution of higher education may be recognised as specialised courses.
  5. The evaluation method for regular course units is determined during the course unit's introduction. The doctoral student must pass the regular course unit in order to include it as part of the doctoral training programme.
4. Doctoral seminars in transferable skills: The seminar is organised or recognised by the Doctoral School. If a student wishes to take part in a seminar that has not been organised or recognised by the Ghent University Doctoral School, the student must request recognition prior to the commencement of the seminar.
  1. A doctoral seminar has a minimum duration of six contact hours.
  2. The evaluation method for a doctoral seminar is determined during the course's introduction.
  3. The doctoral student must successfully participate in a doctoral seminar in order to include it as part of the doctoral training programme. "Successful participation" requires, at the least, active participation in the course.
  4. If appropriate, regular course units from a Master's programme, advanced Master's programme, postgraduate programme, or a doctoral training programme may also be recognised as a doctoral seminar.

5. The evaluation method for regular course units is determined during the course unit's introduction. The doctoral student must pass the regular course unit in order to include it as part of the doctoral training programme.

**§2.** For the regular course units which, as described in Article 21 §6, may be imposed as a requirement by the faculty, the following definition shall apply:

1. The regular course unit is part of a Bachelor's programme, a Master's programme, an advanced Master's programme, a preparatory or linking programme, a postgraduate programme or a doctoral training programme organised by Ghent University or by a different institution of higher education.
2. The evaluation method for regular course units is determined during the introduction of the course unit. The doctoral student must pass the regular course unit in order to include it as part of the doctoral training programme.

**§3.** For the regular course units described in Article 21 §7, the following definition shall apply:

1. The regular course unit is part of a Master's programme, an advanced Master's programme, a postgraduate programme, or a doctoral training programme organised by Ghent University or by a different institution of higher education. In exceptional cases and with the explicit consent of the supervisor and/or the doctoral advisory committee, regular course units from a Bachelor's programme preceding the Master's programme, or a preparatory or linking programme may be included in the doctoral training programme.
2. The evaluation method for regular course units is determined during the introduction of the course unit. The doctoral student must pass the regular course unit in order to include it as part of the doctoral training programme.

## Article 24 Evaluation of components of the predoctoral training programme and the doctoral training programme

### **§1.** Regular course units

The evaluation and examination methods as laid down and made public under articles 49, 50 and 51 and 75 of the general [Education and Examination Code](#) apply for all regular course units that belong to Bachelor's and Master's programmes, preparatory and linking courses, postgraduate programmes (with the exception of the predoctoral training programmes), and educational Master's programmes.

### **§2.** Regular course units organised by the DSO

Regular course units organised by the DSO as part of the doctoral training programme are evaluated using the examination methods and at the evaluation moments that are determined by the lecturers concerned and ratified by the Doctoral School Office. The students are informed of these evaluation arrangements no later than at the start of the educational activities.

**§3.** The specialised courses and doctoral seminars in transferable skills organised by the DSO as part of the doctoral training programme are evaluated using the examination methods and at the evaluation moments that are determined by the lecturers concerned and ratified by the Doctoral School Office. The students are informed of these evaluation arrangements no later than at the start of the educational activities.

### **§4.** Research-related activities

With reference to research-related activities conducted as part of the doctoral training programme, active participation is a requirement to transfer these within the doctoral training programme. Doctoral students are to compile an inventory of their activities and, if applicable,

submit these to the doctoral advisory committee each year. They must also submit a final overview of the research-related activities that are to be taken up in the total curriculum to the relevant Faculty committee.

**§5. Replacement of the examiner**

Article 76 of the general [Education and Examination Code](#) applies to the evaluation of parts of the total curriculum of the (pre)doctoral training programme.

**§6. Image and/or sound recording**

Students or third parties are not allowed to make any image and/or sound recordings of an evaluation or an examination as part of the (pre)doctoral training programme, except when these evaluations or examinations take place through video conferencing. Prohibited recordings are inadmissible as evidence in administrative or legal proceedings and are also to be destroyed at the first request. For the doctoral examination, the provisions of Article 29 and Article 30 apply.

Examiners and/or observers are allowed to make image and/or sound recordings for the purposes of evaluation, feedback and preventing and examining irregularities or fraud as part of the teaching assignments of Ghent University, provided that the student has been informed about the recording before the evaluation commences.

**§7. Examination mark**

The result of the evaluation of each regular course unit is expressed in a single examination mark. This examination mark for the regular course unit is a whole number, ranging from 0 up to and including 20, and is calculated in accordance with the method specified in the course sheet.

For units from the doctoral training programme for which the result is not expressed in an examination mark – such as lifelong learning programmes, specific specialised courses or doctoral seminars in transferable skills staged by the Doctoral School – the result of the evaluation is expressed as “passed” or “not passed”.

Doctoral students taking regular course units and sitting exams at a domestic or foreign institution of higher education as part of the doctoral training programme, are awarded examination marks by Ghent University upon their return. These examination marks are awarded in accordance with the local grade awarded per course unit based on a conversion (in accordance with the guidelines in the ECTS Users’ Guide), the procedure of which is described on the [relevant web page](#).

Doctoral students who, within the framework of the doctoral training programme, are taking course units at a domestic or foreign institution of higher education for which the result is not expressed in an examination mark will be awarded the result “passed” or “not passed” for the course units upon their return.

Doctoral students who, within the framework of the doctoral training programme, are taking specialised courses or doctoral seminars in transferable skills at a domestic or foreign institution of higher education, are required to submit these for approval to the doctoral advisory committee or, in its absence, the supervisor(s), in order for them to be acknowledged as part of their total curriculum.

**§8. Credit certificate**

For all regular course units taken as part of the (pre)doctoral training programme for which the student obtained at least 10 out of 20 or the result “passed”, the student obtains a credit certificate that complies with the provisions set out in paragraphs 2 and 3 of article 57 of the general [Education and Examination Code](#).

The credit certificate is obtained after the closing of the relevant examination period if it involves regular course units from Bachelor’s and Master’s programmes, preparatory and linking

courses, postgraduate programmes (with the exception of the predoctoral training programmes), and educational Master's programmes. For regular course units organised by the Doctoral School as part of the doctoral training programme, the credit certificates are obtained on the day after the day of the evaluation.

Specialised courses and doctoral seminars in transferable skills organised by the Doctoral School within the framework of the doctoral training programme are not regular course units and cannot lead to any credit certificates. At the request of the doctoral student, the Doctoral School may award certificates for these courses and seminars.

#### **§9. Observer**

For the evaluation of regular course units, (prospective) doctoral students and examiners may request for an observer to sit in on oral examinations in accordance with the provisions set out under article 77 of the general Education and Examination Code.

### **Article 25      Assessment of the doctoral training programme**

**§1.** Those who successfully complete the entire Ghent University doctoral training programme (including submitting the annual self-reflection report and a successful doctoral defence), will receive the certificate of the Ghent University doctoral training programme.

**§2.** The certificate is signed by the rector and states that the doctoral student has “successfully completed” the Ghent University doctoral training programme (Dutch: “met goed gevolg afgelegd”).

**§3.** The assessment of the doctoral training programme consists of two steps:

1. The appraisal of the completeness of the curriculum and the successful completion of all its units - with the exception of the defence of the doctoral dissertation - is conducted by the Doctoral School Office. Article 76 §2 of the general [Education and Examination Code](#) applies to this appraisal.

This appraisal occurs prior to the meeting of the Faculty Council, as specified under Article 26. To this end, the doctoral student is to provide the chair of the relevant Faculty committee with proof that, with the exception of the defence of the doctoral dissertation, the required programme of the doctoral training programme was completed. S/he is to submit the relevant documents at least twenty working days ahead of the meeting of the Faculty Council concerned. The recommendation of the relevant Faculty committee is sent to the faculty.

The relevant Faculty committee also has the authority to take examination-related disciplinary decisions in accordance with Article 60.

2. The fact that the doctoral student has passed the doctoral training programme after his/her successful public defence of the doctoral dissertation will be authenticated by means of a certificate. The Examination Board (cf. Article 27) establishes whether the doctoral student meets the requirements to obtain this certificate.

**§4.** The decisions by the relevant Faculty committee and the Examination Board are to be substantiated and included in a report, together with the attendance register of the members of the relevant Faculty committee and the Examination Board. These reports are kept on file for five years, after which they are transferred to the university archives for storage. Doctoral students have the right to peruse these reports. To do so, they must contact the relevant faculty contact (see part XI).

**§5.** Students are notified of the decisions by the relevant Faculty committee and the Examination Board in writing within fifteen working days after the date of the meetings of the

respective committees. It may be made public that students have obtained the doctoral training programme certificate.

**§6.** Students may file an appeal against the decision by the relevant Faculty committee with the Institutional Appeals Committee, as specified in article 81 of the general [Education and Examination Code](#).

**§7.** The decision as to whether the prospective student meets the condition with regard to the doctoral examination is taken by the Examination Board (cf. Article 27).

### *Section 3: The doctoral examination*

#### **Article 26** Submission of the doctoral dissertation and enrolment for the doctoral examination

**§1.** Doctoral students are to submit their doctoral dissertation to the Faculty Council, accompanied by the recommendation of the doctoral advisory committee or, in its absence, from the supervisor(s). The Faculty Council determines how many copies of their doctoral dissertation the doctoral students must submit. In any case, an electronic version of the doctoral dissertation also needs to be submitted and each doctoral dissertation is to include a Dutch and English summary.

Amongst other things, the recommendation of the doctoral advisory committee or, in its absence, the supervisor(s) needs to contain a clause on the status of research results that can create value and any restrictions on the disclosure of the research results as provided in Article 17 §3 above.

If the doctoral student was required by the faculty to take a mandatory (part of the) doctoral training programme as an additional access requirement for the defence of the doctoral dissertation, the submitted file also needs to include the recommendation of the relevant Faculty committee confirming that the doctoral student has complied with this requirement, as specified in Article 25. If any part of the file is lacking, the Faculty Council will request that the file be completed before it is taken up in a next meeting.

**§2.** After the Faculty Council has established that the doctoral student meets the requirements to take the doctoral examination and has declared the doctoral dissertation to be admissible, the information on the doctoral examination is sent to the Registrar's Office and the tuition fee is claimed. After this, the doctoral student is enrolled in the doctoral examination.

*A doctoral student is only allowed to take the doctoral examination for a doctorate in engineering or engineering technology or urbanism and spatial planning if the doctoral student is*

- 1. either a first author of at least two A1 publications;*
- 2. either a first author of at least one A1 publication and a first author of at least four C1/P1 publications*
- 3. either a first author of at least one A1 publication and inventor of at least one patent application, of which the priority patent application was submitted under the supervision of TechTransfer of Ghent University. If TechTransfer cannot be involved in the patent application, the application can still be considered when, after analysis of the novelty report, it is decided to proceed with the application.*

*If an article has not yet been published, the doctoral student needs to provide proof that the article has been accepted.*

*The doctoral student can be shared first author of one required publication (mentioned in a note with the affiliations or in an equal way). This publication as shared first author can be used*



*by both doctoral students to be allowed to take the doctoral examination.*

*Only in exceptional cases the doctoral student can deviate from the condition of first authorship to a greater extent, namely if a well-founded motivation is provided, in the course of which all co-authors of the publication in question and the supervisor(s) state that the doctoral student has made the most important contribution to the publication and that the publication was not used by another doctoral student as admission requirement for the doctoral examination.*

*For doctorates in 'architecture' or 'urbanism and spatial planning', the abovementioned A1 publications may also refer to publications in other journals or to book chapters or to books. In these cases, the journal in question or the publisher of the book needs to be included in the lists 'VABB-tijdschriftenlijst' or 'VABB-uitgeverijenlijst'.*

*When the doctoral dissertation is submitted, the doctoral student will provide the following information by means of the web application on the FEA website:*

- *Name*
- *Obtained university diploma(s)*
- *Intended diploma (especially the discipline)*
- *Title of the dissertation*
- *The supervisor(s) name(s)*
- *Written agreement of the supervisor(s)*
- *Language of the dissertation*
- *Native language and language of instruction, respectively*

*If the intended degree is different from that at the time of first enrolment for the doctorate, this will be submitted to the faculty doctoral committee prior to submission of the dissertation, which will make recommendations to the Faculty Council.*

*When submitting the dissertation, the candidate also submits the report of the plagiarism check. This report can support the candidate in detecting paragraphs that have been copied verbatim from the work of others without malicious intent. In addition, it is a reminder that plagiarism is unacceptable and that jury members may consult this report (or their own report from similar software).*

## **Article 27** Examination Board for the doctoral examination

**§1.** The Faculty Council will assign an Examination Board for the doctoral examination.

In the report of the Faculty Council, adequate argumentation should be provided for selecting the members of the Examination Board based on their expertise. The following people may act as members of an Examination Board:

1. professorial staff members of Ghent University;
2. other people who may or may not be affiliated with Ghent University and who are intimately familiar with the subject of the doctorate.

A relative by blood or by marriage of the doctoral student or his/her supervisor, up to and including the fourth degree, or anyone who cannot guarantee an objective evaluation of the dissertation due to personal involvement with the doctoral student or his/her supervisor, cannot be a member of the Examination Board. Any relations arising from legal cohabitation are hereby considered equivalent to those arising from marriage.

*At the Faculty of Engineering and Architecture, any member of the Examination Board should belong to one of the following categories:*

1. *Ghent University professorial staff members or retired Ghent University professorial*

*staff members*

2. *Ghent University OP3 staff members or retired Ghent University OP3 staff members*
3. *visiting professors with a research assignment at Ghent University*
4. *holders of a PhD degree.*

The Examination Board shall consist of at least five and at most eight members who are qualified to vote, including the chair. One or more supervisors can be added to the Examination Board, but they will not be qualified to vote. Adding other members to the Examination Board is not possible.

*At the Faculty of Engineering and Architecture the Examination Board consists of five or six members qualified to vote, including the chair.*

At the request of the chair, the Faculty Council can change the composition of the Examination Board as long as it has not yet convened. The composition of the Examination Board cannot be changed once the first meeting has taken place, with the exception of the chair. If the chair is unable to attend, a proxy can be appointed by the dean.

The following stipulations are taken into account when the members of the Examination Board who are qualified to vote are appointed:

1. at least two members who are qualified to vote are not affiliated with the faculty, and at least one of these two members is not affiliated with Ghent University;
2. at least half the members who are qualified to vote are holders of a doctorate;
3. at least half the members who are qualified to vote have a full-time or part-time (temporary) appointment at Ghent University or are postdoctoral researchers of the Research Foundation Flanders, with Ghent University as its host institution. Retired members of the professorial staff at Ghent University who have authorised to continue certain activities can sit on an Examination Board, have Ghent University as host institution;
4. not more than half of the members who are qualified to vote are part of the doctoral advisory committee or are co-authors with the student of an academic publication or patent that relates to the field of research of the dissertation.
5. *If the Examination Board consists of five members qualified to vote, then at most one member qualified to vote is co-author of a scientific publication or patent with the doctoral student. If the Examination Board consists of six members qualified to vote, then at most two members qualified to vote are co-author of a scientific publication or patent with the doctoral student. The chair can never be co-author of a scientific publication or patent with the doctoral student. This regulation concerns all joint publications and not only those which are an integral part of the doctoral dissertation.*
6. *Members of the Examination Board who were part of the research group of the supervisor(s) during the last 5 years or are co-authors of a scientific publication from the last 5 years with the supervisor(s) must be marked as such when submitting the Examination Board to the Faculty Council. Joint publications include all publications and not just those related to the dissertation.*

A later change in the status of a voting member does not lead to an invalid composition of the Examination Board.

The dean or the delegate of the professorial staff of the dean take on the chairing of the Examination Board. Retired members of the professorial staff who have been authorised to continue certain activities can also be appointed as chair by the dean.

*At the Faculty of Engineering and Architecture the chairmanship can be filled by*

- *dean, academic secretary, director of studies, or former dean;*
- *retired professorial staff members who have been granted permission to continue*

*(part of) their activities at Ghent University or professorial staff members holding the rank of full professor or senior full professor, who will be added to the pool of representatives, at the suggestion of the dean and after approval by the Faculty Council.*

A supervisor of the dissertation cannot be appointed as the chair of the Examination Board.

The Examination Board is authorised to perform the following tasks:

1. reviewing the candidate's knowledge and competencies;
2. taking examination-related disciplinary decisions in accordance with Article 60;
3. establishing, on the basis of the report by the relevant Faculty committee and on the basis of the doctoral examination result, whether the doctoral student passes the doctoral examination.

**§2.** The Faculty Council determines the general and specific roles of all members of the Examination Board. Depending on their individual expertise, these roles may be differentiated. All members of the Examination Board who are qualified to vote contribute to the deliberation of the doctoral examination. If, during the deliberation, a conflict of interest arises with regard to one of the voting members, the member in question loses the right to vote. This change does not affect the requirements regarding the composition of the voting part of the Examination Board.

*When the doctoral dissertation is submitted, the (administrative) supervisor (responsible) will make a suggestion as to the composition of the Examination Board (specifying the chair) and will also suggest a date for the first meeting of the Examination Board, which is discussed in advance with the proposed members of the Examination Board.*

**§3.** With the exception of the chair, each member of the Examination Board who is qualified to vote will draw up a written assessment of the dissertation prior to the doctoral examination. The nature and content of the written assessment may be differentiated depending on the specific role of the member in the Examination Board. The written assessment consists of two parts: (1) the first part is delivered to the student before the first deliberation of the Examination Board and (2) the second part is intended for the Examination Board. The latter part includes at a minimum a recommendation on whether or not the public defence will be allowed (possibly after the student has made adjustments to the dissertation text).

*The faculty provides a template, that can be used for the written review.*

*These written reviews are to be submitted via the faculty web-application, no later than one week before this first part of the examination. The doctoral student is provided with copies of the reports by the dean's office.*

*The members of the Examination Board qualified to vote are provided with copies of the other reports, once their own report is uploaded. Members of the Examination Board who are qualified to vote and who cannot be present at the first part of the examination (especially any foreign members) need to provide a report that is sufficiently detailed and that allows the other members of the Examination Board to discuss the remarks and/or questions of this member at this stage.*

**§4.** If a patent application for the legal protection of research results that can create value is still being prepared when the Examination Board is formed, the Technology Transfer Office will request in writing that the dean take the necessary measures to ensure that all members of the Examination Board treat the doctoral dissertation with due confidentiality. At a minimum, the following measures are to be observed:

1. If the members of the Examination Board are employees of Ghent University, the chair of the Examination Board – upon dispatching the dissertation – needs to inform the members in writing of the confidential nature of specific parts of the dissertation.

2. If the members of the Examination Board are not employees of Ghent University, the chair of the Examination Board needs to ensure that, before the dissertation is dispatched to the outside member of the Board, a non-disclosure agreement has been concluded with this member or affiliate organisation.

Subject to the provisions of Article 30 §2 below, the Technology Transfer Office aspires to ensure the legal protection of the research results prior to the public defence of the dissertation..

## Article 28      The doctoral examination

**§1.** After the dissertation has been submitted, the faculty will decide if the prospective student is admitted to the doctoral examination, in accordance with Article 26. The doctoral examination consists of two parts that are each deliberated on and assessed:

1. the first deliberation of the Examination Board on the doctoral dissertation (cf. Article 29);
2. the public defence of said dissertation (cf. Article 30).

**§2.** All members of the Examination Board attend the deliberations and evaluations and sign. The chair or an Examination Board member appointed by the chair will take attendance.

If one of the members of the Examination Board is unable to attend, the chair of the Examination Board will be notified immediately. At least three-fifths of all members with a vote must be present in order for any meeting of the Examination Board to be valid. If for any reason a member of the Examination Board can no longer participate in the deliberation/assessment or has to withdraw due to newly identified conflicts of interest as described in Article 27, the Examination Board can continue its work as long as three-fifths of all members with a vote can participate in the deliberation/assessment.

The faculty ombudsperson for doctoral students may attend the deliberations and evaluations of the Examination Board as an observer.

The doctoral student concerned must be physically present for each part of the doctoral examination. In exceptional cases, this provision can be deviated from on the basis of an extensive and motivated application. The dean decides on the basis of this application whether the doctoral student will be allowed to carry out one or more components of the doctoral examination through video conferencing. Deviations from this provision are also possible if the doctoral student cannot physically attend part of the doctoral examination due to a general situation of force majeure as determined by the rector. In those cases where the public defence takes place entirely through video conferencing, a publicly accessible live stream must be provided, as described in Article 30 §9, in order to safeguard the public nature of the public defence.

## Article 29      The Examination Board's first assessment of the dissertation

**§1.** The Examination Board's first assessment of the dissertation should take place at least thirty calendar days and no more than ninety calendar days after the appointment of the Examination Board. The latter time limit is suspended by the recess periods (listed in article 2 of the general [Education and Examination Code](#)).

The meeting of the Examination Board for the first assessment of the dissertation may take place at any time in the course of the academic year, except during the periods and closing days listed in article 2 of the general [Education and Examination Code](#). With the express permission of the dean, the supervisor(s), the doctoral student and the members of the Examination Board, it is possible to depart from this rule.

Prior to the first meeting of the Examination Board, the faculty will deliver the written assessments of the members of the Examination Board to the student in question. If one or more reports are not delivered, the first meeting will be postponed at the doctoral student's request. If the first meeting takes place without the doctoral student having received all written assessments, the faculty aspires to provide the doctoral student with the missing reports as soon as possible after the first assessment.

**§2.** The meeting of the Examination Board for the first assessment of the dissertation occurs behind closed doors and cannot be recorded by any means of image and/or sound recording by the doctoral student, the observer or third parties. Members of the Examination Board may attend the deliberation/assessment through video conferencing. Prohibited recordings are inadmissible as evidence in administrative or legal proceedings and are also to be destroyed at the first request.

The Examination Board hears the doctoral student during this meeting and shall appraise the dissertation of the candidate in question and the merit of his/her research. The faculty shall determine in the supplementary faculty regulations the way in which the doctoral student shall be involved in the first part of the exam (including the language that will be used during the hearing of the doctoral student).

*At the Faculty of Engineering and Architecture, candidates are always heard and every member of the Examination Board will have the opportunity to ask the candidate questions. This meeting will not take more than two hours, though.*

**§3.** The members of the Examination Board who are qualified to vote review the candidate's knowledge and competencies and deliberate on the basis of

1. the written assessments by each of the members who are qualified to vote and
2. the hearing of the doctoral student.

The deliberation will result in one of the appraisals below:

1. admission to the second part of the examination (public defence of the dissertation);

*The Examination Board may grant the candidate permission for minor modifications of the contents of the dissertation based on the comments of the Examination Board and the preceding discussion with the candidate. Candidates may determine themselves whether and to what extent they use this possibility. If they choose to revise their dissertation, a date will be set before the public defence, by which the new version should be available to the Examination Board. If the revision is not ready by that date, the first version will be considered to be the final one.*

2. admission to the second part, after the doctoral student has revised the dissertation. The Examination Board will see to it that this revision is feasible within a reasonable time span determined by the Board. The chair of the Examination Board and the supervisor(s) of the dissertation together will make sure that the required corrections are made. If this is not the case, or if the corrections do not meet the required standards, the Examination Board may yet decide to deny the student access to the second part of the doctoral examination;

*There are two options:*

- *Option 1: based on the written appraisals and the hearing of the candidate the Examination Board decides that minor but obligatory modifications are necessary to improve the readability and content of the dissertation. A new hearing of the candidate is not necessary. The Examination Board provides instructions concerning these obligatory modifications in consensus and includes them in the deliberation report. The candidate submits a new version of the dissertation including a list of changes at the dean's office. The dean's office organizes an electronic vote lasting no more than*

7 working days.

- *Option 2: based on the written appraisals and the hearing of the candidate the Examination Board decides that major obligatory modifications are necessary. The Examination Board provides instructions concerning these obligatory modifications in consensus and includes them in the deliberation report. The candidate submits a new version of the dissertation including a list of changes at the dean's office. A new hearing of the candidate is organized allowing the Examination Board to decide whether the candidate can be admitted to the second part of the examination or not.*

3. no admission to the second part of the examination.

The members of the Examination Board who are qualified to vote decide by simple majority of the votes, abstentions not taken into consideration. In the event of a tie after the first voting round, a second ballot will be held. If this second round again results in a tie, the decision will not be in the doctoral student's favour.

**§4.** The final outcome of this deliberation round is to be substantiated and included in a deliberation report, together with the attendance register of the members of the Examination Board. These reports are kept on file for five years, after which they are transferred to the university archives for storage.

**§5.** After its approval, the deliberation report (including the final deliberation decision) is communicated to the candidate and the supervisor(s) in writing.

Students may file an appeal against the decision pronounced with the Institutional Appeals Committee, as specified under article 81 of the general [Education and Examination Code](#).

*The final version of the dissertation needs to follow the approved guidelines concerning the implementation of the FEA fixed lay-out for doctoral dissertations (see the FEA website).*

## Article 30 The public defence of the dissertation

**§1.** In principle, the public defence takes place within sixty calendar days after the first assessment of the dissertation by the Examination Board, unless the doctoral student consents to a modified date.

The public defence may take place at any time in the course of the academic year, except during recess, the inter-term recess, the week from 19/09/2022 through 24/09/2022 and the closing days listed in article 2 §4 of the general [Education and Examination Code](#). With the express permission of the dean, the supervisor(s), the members of the Examination Board and the doctoral student, it is possible to depart from this rule.

The precise date of the public defence cannot be fixed until after the Examination Board has taken a deliberation decision during the first part of the doctoral examination.

The time and location of the defence are announced electronically. In order for the public defence of the dissertation to be registered in the university's central administration records and for it to be announced on the Ghent University website, the faculty will send all the necessary details [in accordance with the appropriate procedure](#) to the Registrar's Office of the Department of Educational Policy. *In addition, an effort shall be made to announce the defence to other university organizations, companies, the government and possibly the press, irrespective of the topic.*

**§2.** In the event that, after the appointment of the Examination Board and before the public defence of the dissertation, research results are identified for which it is decided to prepare a patent application, if at that time a patent application is still being prepared, or if the publication could jeopardise the research transfer of the research results, the Technology Transfer Office will send a substantiated letter to the chair of the Examination Board, with a copy to the dean.

In consultation with the Technology Transfer Office, emergency procedures will be instigated for the conditional publication of the research results in order to prevent the loss of patent rights and to safeguard the chances of research transfer of the research results. In the above situation, the Technology Transfer Office will aim to restrict the confidential information, giving priority to the legal protection of the research results that can create value in order to make unconditional publication possible.

**§3.** Prior to the public defence, the doctoral student must submit the final version of the data management plan (DMP) in the manner requested by the DSO.

**§4.** During the public defence, the doctoral student puts forward an oral and public defence of his/her dissertation before the Examination Board. The public defence cannot take less than one hour or more than two hours. *It starts with an overview of the candidate's doctoral work, which lasts approximately 45 minutes. Next, the members of the Examination Board are given the opportunity to ask questions. Finally, the audience may also ask questions.* Subject to any prior permission or obligation from the Faculty Council stating the contrary, the public defence takes place in Dutch or English.

**§5.** Immediately after the public defence, the members of the Examination Board who are qualified to vote deliberate in a closed session on the examination as a whole. Members of the Examination Board may attend the deliberation through video conferencing. The assessment cannot be recorded by any means of image and/or sound recording by the student, the observer or third parties. Prohibited recordings are inadmissible as evidence in administrative or legal proceedings and are also to be destroyed at the first request.

The members without a vote may attend the deliberations as observers. The members with a vote decide by simple majority of the votes, abstentions not taken into consideration, whether or not the academic degree of doctor is to be awarded. In the event of a tie after a first voting round, a second ballot is to be held. If this second round again results in a tie, the decision will not be in the doctoral student's favour.

The candidate is declared to have successfully completed the programme or to have not successfully completed the programme. Grades of merit are not awarded.

**§6.** The decision of the members of the Examination Board who are qualified to vote needs to be substantiated and included in a deliberation report, together with the attendance register of the members of the Examination Board. These reports are kept on file for five years, after which they are transferred to the university archives for storage. Doctoral students have the right to peruse these reports. To do so, they must contact the relevant faculty point of contact (see part XI).

**§7.** The examination decision is publicly announced by the chair immediately after the deliberation. Students may file an appeal against the examination decision with the Institutional Appeals Committee, as specified in article 81 of the general [Education and Examination Code](#). *When awarding the academic degree of doctor, the chair points out to the promoted candidate the value of the doctoral diploma, the permanent importance of scientific integrity and responsible behaviour within the university or other professional environment, taking into account the broad social context.*

**§8.** After the successful public defence of the doctorate, the doctoral student must file the definitive digital version of the dissertation that was defended in Biblio, the academic bibliography and institutional repository for Ghent University. Without diminishing the copyright of the author, Ghent University or any third party, the University Library will make the filed digital version of the dissertation available in Biblio according to the access and licencing information provided. Ghent University expects doctoral dissertations to be accessible according to the principle of 'as open as possible, as closed as necessary.' The default is

therefore public access and free reuse, though access to and/or reuse of the dissertation can (temporarily or permanently) be restricted if there are legitimate reasons to do so, such as the necessary restrictions on the publication of research results for valorisation or intellectual property reasons as set out in Article 17 §3 above, any contractual confidentiality to which Ghent University is bound, the protection of personal data, plans to publish (parts of) the dissertation, or avoidance of copyright infringements.

**§9.** The public defence (except the deliberation of the Examination Board) may be made available via a livestream and/or an image and/or sound recording to all those who are unable to attend the public defence in person. In this case, the Examination Board and the doctoral student must agree to this and no form of limitation and/or confidentiality should have been imposed to protect the research results or the research transfer of the research results.



## PART V: THE INTERDISCIPLINARY DOCTORATE

### Article 31 Subject, scope and criteria of interdisciplinarity

**§1.** In this part, the regulations regarding awarding a combined doctoral degree for interdisciplinary doctorates at Ghent University are set out. Combined doctorate degrees can only be awarded for combinations of at least two existing doctoral degrees.

**§2.** In order to be considered an interdisciplinary doctorate, the intended doctoral research must meet the following minimum interdisciplinarity criteria, which are reviewed by the faculty/faculties concerned, by checking it against the functional definition of interdisciplinary:

1. More than one discipline is involved in the doctoral research and those disciplines are sufficiently different.
2. The disciplines are of a similar level and each discipline is critical to achieving the expected outcomes.
3. The use of different, sufficiently integrated disciplines leads to a synergy. This synergy allows for progress to be made in the state of the art of all involved disciplines and/or a shared field.

### Article 32 Request for the acquisition of a combined doctoral degree

**§1.** The request to be allowed access to enrolment for a combined doctoral degree is to be initiated by the doctoral student. As opposed to other doctoral degrees, this type of doctoral degree requires explicit approval from all supervisors (at least one supervisor per involved discipline).

**§2.** The request is submitted based on:

1. the application form (Application for enrolment in a “Combined degree or an interdisciplinary doctorate”) including the specification of the envisioned combined doctoral degree, signed by all supervisors (at least one per involved discipline);
2. a written motivation for the interdisciplinary nature of the research as per the functional definition set out in Article 31 §2.

**§3.** If a student aims to combine doctoral degrees that are offered by different faculties, the request is submitted to the main faculty, which shall also be responsible for the admission procedure and the further administration of the doctorate. The supervisor that belongs to this faculty is appointed as the administrative supervisor responsible. The main faculty can be characterised by:

1. funding: the faculty that finances (the majority of) the doctoral research, or the faculty that the supervisor under whom the request for the external financing has been submitted belongs to;
2. attendance: the faculty within which the majority of the doctoral research is performed, at which the doctoral student is present most often;
3. start: the faculty at which the doctoral student started his/her doctoral research, at which the doctoral student was first enrolled for the doctorate.

If no distinction can be made between the faculties involved based on these criteria, a mutual consultation will determine which faculty will be appointed as the main faculty.

**§4.** The request is submitted no later than three years after the first enrolment for the doctorate at Ghent University.

## Article 33 Admission procedure, agreement and enrolment

**§1.** The doctoral student must first go through the admissions process for the monodisciplinary doctorate at the main faculty according to the admissions process that is applicable there. The doctoral student must subsequently be admitted to the interdisciplinary doctorate at each faculty involved.

**§2.** The application follows the regular admissions procedure at each faculty. If multiple faculties are involved, the agreement must be finalised first and admission to the doctorate is provisional. Each faculty involved must review the written motivation of the interdisciplinary nature of the doctorate against the minimum criteria for interdisciplinarity.

**§3.** If multiple faculties are involved, then the main faculty will put a proposal to the other faculty/faculties involved setting out the terms of the interdisciplinary doctorate. The agreement may contain provisions relating to the composition of any doctoral advisory committee, the programme of any mandatory doctoral training programmes, the required level of English (if English is the language of the doctoral dissertation), the publication and/or other requirements that need to be met in order to submit the dissertation, the composition of the Examination Board, etc. The completed application form “Application for enrolment in a ‘Combined degree for an interdisciplinary doctorate’” acts as an agreement between the faculties from the moment it is signed by the doctoral student, the supervisors involved and the deans.

*For interdisciplinary doctorates, a maximum of one (faculty) mandatory doctoral training programme is imposed.*

**§4.** If multiple faculties are involved, the procedures and (supplementary) regulations of the main faculty should be used as a starting point. The faculties involved may choose by mutual agreement to diverge from these procedures and regulations without prejudice to the provisions set out in these regulations. The faculties involved set out clearly in the “Application form for the enrolment in a combined degree for an interdisciplinary doctorate” which regulations apply. The Application form signed by the doctoral student and the deans and supervisors involved serves as the interfaculty agreement for the interdisciplinary doctorate. The main faculty contacts the other faculty/faculties involved in advance each time any changes need to be made to the arrangements for the enrolment (e.g. Re-enrolment refusal, termination of enrolment, change of supervisors, etc.).

**§5.** Once each faculty involved has admitted the candidate to the interdisciplinary doctorate, the doctoral student can enrol for the combined doctoral title. If multiple faculties are involved, the enrolments for the interdisciplinary doctorate and the doctoral training programme are registered in OASIS so the involvement of the faculty/faculties is documented clearly. If the doctoral student was already enrolled for a monodisciplinary doctorate, that enrolment is terminated.

## Article 34 Interim evaluation and termination

**§1.** The doctoral student follows the regulations pertaining to the annual self-reflection report as stated in Article 18. Based on this report, the supervisors and the possible doctoral advisory committee assess whether the research still meets the functional definition of interdisciplinarity, and explicitly answer this question in their report.

**§2.** If the enrolment for a combined doctoral degree with multiple involved faculties is terminated (e.g., because the research no longer meets the functional definition of interdisciplinarity and the student must pursue a monodisciplinary enrolment instead), all faculties involved are to be informed of this so the agreement can also be terminated. The

faculty at which the termination of the current degree and the change to a new degree is initiated contacts the other faculty/faculties in advance.

#### Article 35 Admission to the doctoral examination and Examination Board

**§1.** If only one faculty is involved, the submission of the dissertation, the appointment of the Examination Board and the admission to the doctoral examination are subject to the stipulations in place at that faculty.

**§2.** If more than one faculty is involved, the doctoral student submits the doctoral dissertation to the main faculty in accordance with the stipulations set out in the agreement. The main faculty formally informs the other faculty/faculties involved and asks the dean(s) involved to approve the proposed composition of the Examination Board in advance. After the main faculty has determined that all submission requirements stated in the agreement have been met, the dissertation is declared admissible, and the Examination Board is appointed.

**§3.** The following stipulations are always taken into account when the members of the Examination Board who are qualified to vote are appointed:

1. each of the disciplines involved is represented by at least one member of the Examination Board who is qualified to vote;
2. at least two members who are qualified to vote do not belong to the only faculty involved or the main faculty, and at least one of these two members is not affiliated with Ghent University;
3. at least half the members who are qualified to vote are holders of a doctorate;
4. at least half the members who are qualified to vote have a full-time or part-time (temporary) appointment at Ghent University or are postdoctoral researchers of the Research Foundation Flanders, with Ghent University as its host institution. Retired members of the professorial staff at Ghent University who have authorised to continue certain activities can sit on an Examination Board, have Ghent University as host institution;
5. not more than half of the members who are qualified to vote are part of the doctoral advisory committee or are co-authors of an academic publication or patent that relates to the field of research of the dissertation.

#### Article 36 The procedure of the doctoral examination

**§1.** In addition to the quality of the dissertation, the committee also assesses the interdisciplinary nature of the dissertation (based on the functional definition of interdisciplinarity). This is explicitly stated in the individual and deliberation reports.

**§2.** If, during the first deliberation of the dissertation, the Examination Board determines that the dissertation does not meet the requirements for interdisciplinarity, the student will not be granted access to the public defence, unless the interdisciplinary nature can be realised through adjustments within a reasonable period.

**§3.** Students enrolled in a combined degree whose dissertation does not meet the functional definition of interdisciplinarity cannot be granted a single degree during the examination. Of course, the candidate is free to enrol for a monodisciplinary doctorate afterwards and (with or without the necessary adjustments) submit the dissertation for the monodisciplinary degree.

## Article 37 The awarding of the diplomas

**§1.** If the doctoral student passes the exam, the interdisciplinary combined doctoral degree is awarded as a single diploma.

**§2.** The diploma specifies the combined degree, the faculty/faculties involved and the additional statement: “This diploma has been awarded by an interdisciplinary Examination Board consisting of representatives of the disciplines specified in the doctoral degree” (Dutch: “Dit diploma wordt toegekend door een interdisciplinaire examencommissie, samengesteld uit vertegenwoordigers van de disciplines die in de doctorstitel worden vermeld”).

**§3.** The diploma supplement specifies the combined degree, the combined fields of study, the faculty/faculties involved and the specificity of the doctoral examination (interdisciplinary review).

## PART VI: THE JOINT DOCTORATE

### Article 38 Subject and conceptual framework

**§1.** This part defines the rules and regulations for signing cooperation agreements (hereinafter referred to as “agreements”) for joint supervision, examination and assessment and, if the doctoral student passes the doctoral examination, awarding of the doctorate (hereinafter referred to as “joint doctorate”) between Ghent University and one or more other universities or institutions of higher education (hereinafter referred to as “partner institution(s)”), being:

1. other universities in the Flemish Community;
2. universities of the French Community;
3. the Royal Military Academy (hereinafter referred to as “RMA”);
4. foreign institutions of higher education that are recognised by the relevant authorities to award doctoral degrees.

**§2.** If the institution with which Ghent University would like to conclude an agreement is another university located in the Flemish Community, the institutions involved designate, by mutual agreement, one institution as the main institution (hereinafter referred to as “main institution”), by which the following criteria are considered:

1. Funding: the institution that funds (most of) the doctoral research or the institution to which the supervisor belongs under whose authority external funding was sought;
2. Attendance: the institution where most of the doctoral research takes place, and where the doctoral candidate will spend most of his/her working hours;
3. Start: the institution where the doctoral research was initiated, and where the doctoral student first enrolled.

### Article 39 The agreement

**§1.** If the institution with which Ghent University would like to conclude an agreement is another university in the Flemish Community, this agreement shall be drawn up following the example of the model agreement drawn up in Dutch and English by the Flemish Interuniversity Council (VLIR). This model is a student-specific agreement in which concrete arrangements are made for the joint doctorate of an individual student. With the exception of the publication/output requirements (which are always the same as set out in art. 50§2), the doctoral regulations, conditions and procedures of the main institution are followed without additional requirements from the partner institution. A joint, mandatory requirement regarding publication/output is included in the model agreement.

**§2.** If the partner institution with which Ghent University would like to conclude an agreement is not a university in the Flemish Community, a model agreement is provided by Ghent University. This model agreement is available in English and can be used as a framework agreement as well as a student-specific agreement if additional information is added containing personal information for the candidate as well as any specifics relating to their doctoral research. The model agreement can be requested via [jointphd@ugent.be](mailto:jointphd@ugent.be).

In any event, the agreement shall be drawn up in mutual consultation following the example of the model agreement provided by one of the partner institutions involved.

A framework agreement is used in the following cases:

1. If the cooperation is a structural cooperation for joint doctorates, involving the joint organisation of a number of doctorates over a longer period;
2. If the regulations of the other institution require that a framework agreement be concluded before a specific agreement for a joint doctorate can be drawn up.

A framework agreement can be negotiated at both faculty and institutional level. In all other cases, a student-specific agreement is used.

Before a framework agreement or a student-specific agreement is negotiated, Ghent University sends the other partner institution the 'Info Sheet Joint PhD'. This Info Sheet sets out the legal minimum requirements for a joint doctorate with a Flemish university and sets out the institutional regulations for joint doctorates at Ghent University. The other partner institution fills in the Info Sheet with their regulations, procedures and conditions and returns it to [jointphd@ugent.be](mailto:jointphd@ugent.be). On the basis of this information, the joint PhD coordinators at Ghent University will review whether a joint doctorate is possible with the institution involved and, if so, begin negotiations about the framework agreement or student-specific agreement.

The negotiation of agreements for joint doctorates with non-Flemish universities is conducted by the joint PhD coordinators at Ghent University on the basis of a set of common, [interfaculty quality criteria](#). The faculties' discipline-specific regulations can only be included in the agreement in relation to the doctoral training programme or the publication requirements.

*The text of every cooperation agreement in order to supervise and certificate a doctorate together shall stipulate that the provisions enclosed by the FEA form an integral part of this agreement. This is the case for texts drawn up by the UGent, as well as those written by one of the partnering institutions.*

*These provisions will include the following points, insofar as they have not yet been listed in the text of the cooperation agreement itself:*

- *The UGent Education and Examination Code for Doctoral Matters shall be respected, as well as the complementary FEA- regulations "The doctorate and the doctoral training programme at the Faculty of Engineering and Architecture" of the academic year in which the doctorate is defended (see <http://www.ugent.be/ea/en/research/PhD/regulations.pdf>).*
- *The chair of the Doctoral Examination Board is <name of the chair and/or institution>.*
- *The first part of the examination shall take place at <name institution>; the second part shall take place at <name institution>.*
- *The doctoral dissertation shall follow the fixed lay-out used at the <name faculty and/or institution>.*

### **§3. Language of the agreement**

If the institution with which Ghent University wishes to conclude an agreement is another university in the Flemish Community, the agreement is set up in English or Dutch. If the institution with which Ghent University wishes to conclude an agreement is not a university in the Flemish Community, the agreement is set up in English.

At the request of another institution, the agreement can be translated into the language of that institution. The requesting institution is responsible for the translation and the costs involved.

The translation can be made by the following parties:

1. a sworn translator. In this case, the translated agreement shall have a personal stamp, signature and a sworn declaration of the translator in question;
2. the institution itself. In this case, the following clause shall be added to the agreement: "This agreement was drawn up in Dutch/English. If there are any discrepancies between the (interpretation of the) two versions, the Dutch/English version prevails."

### **§4. Request**

The request for a joint doctorate must be sent by email to the Joint PhD coordinators ([jointphd@ugent.be](mailto:jointphd@ugent.be)), preferably at the start of the research and in any case no later than one year before the end of the research. The agreement must be fully signed before admission to the joint doctoral examination can be granted.

**§5.** If, in case of a joint doctorate, the Education and Examination Codes of the institutions involved conflict, deviation from the provisions of Ghent University is possible. No deviation is allowed from the obligation of submitting an annual self-reflection report (Article 18) and annual re-enrolment as a doctoral student at Ghent University (Article 19).

#### Article 40 Supervision of the doctoral student

The doctoral student is supervised by at least one supervisor at each institution involved. For Ghent University, the execution of the agreement is entrusted to the administrative supervisor responsible, in accordance with the provisions of Article 13. S/he is listed, together with all supervisor(s) of the institutions involved, in the agreement.

#### Article 41 Communication

**§1.** The agreement states that the institutions involved shall keep each other informed of the progress of the doctorate. Within each partner institution, a person responsible for this communication is appointed.

**§2.** If the institution with which Ghent University would like to conclude an agreement is another university in the Flemish Community, the main institution is responsible for providing the following information as soon as possible once the doctoral student and the supervisors want to submit the dissertation for review: the completion of the doctoral study programme, the meeting of the requirements of the joint publication/output, the proposal for the composition of the examination board, the official title of the dissertation, and (as soon as they are known) the dates of the different steps in the examination process. After that, the partner institution will inform the main institution of the administrative admission to the examination procedure as soon as possible.

**§3.** If the institution with which Ghent University would like to conclude an agreement is not a university in the Flemish Community, the institutions involved shall notify each other and provide the following information as soon as possible and at least six weeks before the joint doctoral exam (excluding the summer recess): the completion of the doctoral study programme, if applicable, the admission to the joint examination procedure at each institution involved, and the approval of the composition of the joint Examination Board from each institution involved.

#### Article 42 Admission to the doctorate

**§1.** The doctoral student has to be admitted to the doctorate at each partner institution in accordance with the applicable admission procedure at that institution. As far as Ghent University is concerned, the admission procedure as stipulated in part IV applies.

**§2.** The agreement contains a description of the topic of the doctoral dissertation as well as the title of the doctorate to which the doctoral student was admitted at each of the institutions involved.

**§3.** The agreement cannot be signed until the doctoral student has been admitted to the doctorates of all the institutions involved. In any case, the agreement shall mention the date the student was admitted to the doctorate by Ghent University.

#### Article 43 Enrolment, tuition fee and bench fee

**§1.** The agreement stipulates that the doctoral student shall enrol (or be registered) every year at each institution involved.

**§2.** The agreement stipulates that the doctoral student shall pay the fee that is set for the doctorate at each institution involved. The tuition fee at Ghent University consists of the enrolment fee increased by the fee for the doctoral examination in the academic year the doctoral student takes that exam. With regard to the amount to be paid, a distinction is made between EEA students and non-EEA students.

**§3.** At Ghent University two different arrangements are in force with regard to the calculation of the tuition fee, depending on whether the other institution is in the Flemish Community on the one hand, or abroad, in the French Community, or the RMA on the other hand.

1. If the institution with which Ghent University would like to conclude an agreement is another university in the Flemish Community:

The doctoral student pays to the main institution the fee that is set for the doctorate and is exempted from paying the tuition fee at the other partner institution(s).

2. If the institution with which Ghent University would like to conclude an agreement is not a university in the Flemish Community: the doctoral student pays Ghent University the fee as it is annually established by the Executive Board of Ghent University. In exceptional cases, this can be deviated from when concluding framework agreements for joint doctorates. Whether a fee is to be paid at the institution(s) depends on the regulations of the said institution(s).

**§4.** Ghent University has the right to ask doctoral students for a bench fee if no such fee is provided for them within the framework of their mandate or project. The bench fee amounts are fixed per faculty/doctorate. This amount must be paid annually and is used by the supervisor to allow the student to conduct high-quality research (e.g., for the use of study materials, laboratories or equipment, or to participate in conferences, seminars, etc.). For the joint doctorate, the amount per year will be calculated according to the number of months that the doctoral student stays at Ghent University. If a bench fee is applicable, this will be included in the agreement.

#### Article 44 [Doctoral training programme](#)

**§1.** If applicable, the agreement stipulates that the doctoral student shall meet the conditions governing the doctoral training programme of one of the institutions involved and that s/he shall be exempted from this at the other partner institution, unless otherwise agreed in the agreement.

**§2.** If the partner institution with which Ghent University would like to conclude an agreement is another university in the Flemish Community, the doctoral student shall meet the conditions governing the doctoral training programme of the main institution and shall be exempted from this at the partner institution.

**§3.** In all cases, the doctoral student reserves the right to participate in the doctoral training programme of the institution involved concerned in accordance with the applicable regulations and insofar as they offer a doctoral training programme.

#### Article 45 [Research stay and research periods](#)

**§1.** The doctoral student conducts alternating or consecutive research periods at the institutions involved. In accordance with the Codex Higher Education Art. II.172, s/he shall conduct research activities at each institutions involved for at least six months. The time schedule for these research periods is to be determined by the supervisors and the doctoral student in mutual agreement.



*When concluding the agreement, the time schedule at the institutions involved is to be proposed.*

**§2.** It is the responsibility of the Ghent University supervisor to monitor the agreed period of at least six months of research and, if applicable, the agreed time schedule.

*When submitting the dissertation, the candidate also reports on the time spent at each institution involved.*

#### Article 46 Financial provisions

**§1.** For a partnership with another university in the Flemish Community, the following costs are discussed and determined by the supervisors by mutual agreement: the contribution to the doctoral student's costs related to the research stay in the institutions involved, for attending (inter)national conferences and organising the doctoral defence, and other costs specifically related to the doctoral process.

**§2.** For a partnership with a partner institution outside the Flemish Community, no financial settlements are made between the institutions involved, unless otherwise stipulated in the contract or a separate agreement.

#### Article 47 Insurances

**§1.** For a partnership with another university in the Flemish Community, the doctoral student commits to taking the necessary actions to take out health insurance. By enrolling every year at both partner institutions, s/he has the required insurance coverage for physical accidents and civil liability while performing his/her activities pertaining to the doctoral research carried out at the various institutions.

**§2.** For a partnership with an institution outside the Flemish Community, the agreement shall mention that the doctoral student commits to taking the necessary actions to take out health insurance, as well as insurance coverage for physical accidents and civil liability, while performing his/her activities pertaining to the doctoral research carried out at the partner institutions, in accordance with the relevant institutional and national regulations that are applicable at the institutions involved.

#### Article 48 Protection of the research results and intellectual property rights

**§1.** The agreement defines who owns the research results stemming from the doctoral research and in what way these results are protected.

**§2.** The protection of the research results stemming from the doctoral research, as well as the publication, exploitation and protection of these results within the institutions concerned shall occur in accordance with the contract concerning the joint doctorate, while observing the regulations that apply in each country and institution.

#### Article 49 Confidentiality

The agreement specifies the information to which the confidentiality obligation applies. Unless another duration has been contractually agreed, this obligation shall remain in force for a period of five years starting from the date of provision or expiry of the agreement, whichever is longer.

## Article 50 Publications

**§1.** The agreement sets out the procedure to be followed by the partner institutions if results are published or made public. Each publication must mention the cooperation between the partner institutions.

**§2.** If the institution with which Ghent University would like to conclude an agreement is another university in the Flemish Community, the doctoral student must submit at least one academic publication (or equivalent) at international level when applying for admission to the examination procedure (i.e. submitting the dissertation for assessment). A publication at international level is understood to mean: a reviewed contribution (journal article, contribution to a book, conference proceedings, patent, design, monograph) about their own research and written in a forum language of the discipline. The regulations of the main institution determine what constitutes a valid publication/output in the discipline concerned. The contribution must be published or accepted for publication. The advisory committee may grant an exception to this last condition, in particular when the delay in publication is purely due to the longer publication periods/waiting times within a certain discipline.

This joint mandatory publication/output requirement takes precedence over any other publication or output requirement applicable to each of the individual institutions.

*If Ghent University is acting as main institution for a joint doctorate with another university in the Flemish Community, for a doctorate in engineering technology or engineering or urbanism and spatial planning, then this publication should be one A1 publication, of which the doctoral student is first author. For doctorates in 'architecture' or 'urbanism and spatial planning', the abovementioned A1 publication may also refer to a publication in other journals or to book chapters or to books. In these cases, the journal in question or the publisher of the book needs to be included in the lists 'VABB-tijdschriftenlijst' or 'VABB-uitgeverijenlijst'.*

## Article 51 Language and layout of the doctoral dissertation

**§1.** For a joint doctorate, the doctoral dissertation is written in Dutch, English or in the language of one of the institutions involved. If a language other than Dutch or English is used for the dissertation, a full copy in English will be submitted to Ghent University.

Possible exceptions are:

1. the use of another language: this is allowed by mutual agreement by all institutions involved according to applicable regulations;
2. the explicit requirement by the supervisors to write in a specific language if that language is the research object of the doctoral dissertation.

A summary of the doctoral dissertation is always provided in English and Dutch.

**§2.** For the production of the doctoral dissertation, the guidelines of one of the institutions involved shall be used. The names and logos of the institutions involved shall be given equal prominence on the front page of the dissertation.

*If the partner institution does not have a fixed lay-out for doctoral dissertations, then the FEA fixed lay-out for doctoral dissertations (see the FEA website) will be imposed. If the partner institution does have a fixed lay-out for doctoral dissertations, the exact implementation is determined in joint consultation.*

## Article 52 Admission to the joint doctoral examination

**§1.** For each doctoral student, a joint doctoral examination procedure is agreed and set up. The admission procedure to that examination verifies whether the doctoral student has met all

the requirements (e.g., number of publications, completion of the doctoral training programme, if applicable, other arrangements in the agreement relating to the joint doctorate, etc.) before s/he can be admitted to the joint doctoral examination.

**§2.** Regardless of the established location of the internal and/or public defence, the doctoral student shall go through the applicable procedure for admission to the doctoral examination at all institutions involved. Only if admission is granted by all institutions involved can the joint doctoral examination be planned and organised. If one of the institutions involved does not grant admission to the joint doctoral examination, the agreement will be terminated effective immediately.

**§3.** At Ghent University, the doctoral student shall submit the doctoral dissertation to the Faculty Council concerned, accompanied by the recommendation of the doctoral advisory committee or, where applicable, of the supervisors, in accordance with the relevant provisions in the [Education and Examination Code](#) of Ghent University. The Faculty Council concerned shall verify whether the conditions have been met for the joint doctorate and for taking the doctoral examination, as laid down in the relevant agreement.

#### Article 53      Joint Examination Board

**§1.** The joint Examination Board for the doctoral examination shall be an interuniversity board; preferably, its composition is international and shall include, among others, members of all institutions involved. Ideally, all institutions involved are equally represented in the Examination Board.

**§2** If the institution with which Ghent University would like to conclude an agreement is another university in the Flemish Community, the composition of the joint Examination Board shall follow the guidelines of the main institution, after consultation between the supervisors of both institutions. The supervisors may be part of the joint Examination Board but may not chair the Board. If Ghent University is the main institution, the supervisors do not have the right to vote in the joint Examination Board.

**§3.** If the institution with which Ghent University would like to conclude an agreement is not a university in the Flemish Community, the regulations of all institutions involved shall apply to the composition of the joint Examination Board. If the regulations of Ghent University and those of the institutions involved conflict in terms of the composition and duties of the Examination Board, the regulations of the institution where the public defence takes place shall be followed, without prejudice to the conditions as stated in §1. In those cases where the joint Examination Board deviates from the provisions of this Education and Examination Regulations for Doctoral Matters, the faculty will check, upon approval of the Examination Board as part of the admission procedure for the doctoral examination, whether the Examination Board has sufficient expertise and diversity to examine the candidates.

**§4.** Ideally, the joint Examination Board includes at least one external member (i.e., external to the institutions involved).

#### Article 54      Joint doctoral examination

**§1.** The joint doctoral examination should, as a rule, always consist of two steps, of which the final step should be a public defence (unless the other institution is prevented from accepting a first examination step). The candidate must be admitted to the doctoral examination at both institutions.

**§2.** If the institution with which Ghent University would like to conclude an agreement is another university in the Flemish Community, the regulations and guidelines of the main institution shall apply to the joint doctoral examination.

In that case, the public defence takes place at the main institution and the decision of the joint Examination Board is acknowledged by all institutions involved.

The main institution organises an internal defence or written evaluation of the dissertation prior to the public defence.

The location of the public and, if applicable, internal defence shall be laid down in the agreement.

**§3.** If the institution with which Ghent University wishes to conclude an agreement is not a university in the Flemish Community, the public defence takes place at one of the institutions involved and the decision of the joint Examination Board is recognised by all partner institutions involved.

Before the public defence takes place, as a rule an initial joint internal evaluation should take place. How the joint evaluation will be organised is set out in the agreement. The location of the public defence, and the internal defence in so far as it is applicable, must be set out in the agreement.

**§4.** For joint doctorates, the defence is conducted in English.

In contravention of this, the use of another language is allowed if the doctoral student and the supervisors mutually agree on this and if this is approved by all institutions involved according to the relevant procedures.

If the institution with which Ghent University would like to conclude an agreement is not a university in the Flemish Community, the language of the public defence and, if applicable, the first part of the joint doctoral examination will be mentioned in the agreement.

**§5.** A copy of the deliberation report of both steps of the doctoral examination (internal defence/reading committee and public defence) should be shared by the joint examination board with the contacts within the institutions involved who are responsible for the administration of the doctoral students involved and their diplomas. Their contact information is set out in the agreement. At Ghent University, these are the faculty contact persons who are responsible for joint doctorates. At the request of any of the institutions involved, a translation of the deliberation report can be made available in a lingua franca. Ghent University should in any case ensure that it has a deliberation report of the public defence which shows that the candidate has passed before the Ghent University doctoral degree can be created and awarded.

**§6.** Both institutions grant the candidate permission to take the doctoral examination and approve a joint Examination Board for this purpose. In principle, the decision of that Examination Board is final and is respected by both institutions with regard to the awarding of the diploma. Where in exceptional circumstances a further internal procedure is required within the other institution to approve the decision of the joint examination board, this can be permitted provided that Ghent University grants permission for at least one observer member to participate in that process.

## Article 55      The awarding of diplomas

**§1.** If the doctoral student passes the joint doctoral examination, this is certified in one of the following diplomas:

1. A joint degree:

One diploma that is jointly awarded by the institutions involved, featuring one joint doctoral degree and corresponding qualification or featuring the various doctoral degrees awarded by the partner institutions to the doctoral student concerned (insofar as this is allowed by the applicable education code at the other institution(s)); signed by the executive heads (or, in foreign institutions, other authorised persons) of all institutions involved. Within the Flemish Community, the diploma is prepared by the main institution; outside the Flemish Community, the diploma is prepared by the institution where the doctoral student's public defence takes place;

**2. A double degree:**

In cooperation with institutions outside the Flemish Community, preferably a double degree is awarded, in which case each institution involved prepares its own degree. Each diploma shall then refer to the joint supervision of the doctorate and the degree(s) that the institution(s) involved award(s).

The agreement states which type of certification will be applied if the student passes the doctoral examination, and which doctoral degree(s) will be awarded.

**§2.** The form of the degrees and degree supplements awarded by Ghent University mentioned in §1 is in accordance with the resolution of the Flemish Government of 12 December 2014 to establish the form of higher education diplomas and the content of the corresponding diploma supplement.

#### Article 56 Dispute settlement

**§1.** Disputes must be reported to the competent authorities of all institutions involved. For disputes that may have an impact on the continuation of the doctoral work, the rectors or their representatives shall mediate.

**§2.** The agreement sets out by which law it shall be governed. Disputes that cannot be settled amicably shall be submitted to the competent courts. The agreement shall state which court that is.

#### Article 57 Validity period, amendment and termination of the agreement

**§1. Validity period of the agreement**

The agreement shall state a validity period. The agreement for joint doctorates within the Flemish Community states that the agreement is valid until after the joint diploma has been awarded. In the agreement for joint doctorates outside the Flemish Community, two options have been included: either the agreement is valid until after the joint or double degree has been awarded, or the agreement is valid until a certain date.

If the agreement includes an end date and the public defence has not taken place before this end date, the agreement may be extended by mutual agreement. If not, it will be automatically and legally terminated.

**§2. Amendments to the agreement**

All changes are to be accepted in writing by all parties in an amendment agreement.

**§3. Termination of the agreement**

This agreement is legally dissolved if the cooperation between the doctoral student and one of the institutions involved is terminated. In this case, the other institution is not entitled to any form of compensation.

**§4. Human rights clause**

A Ghent University human rights clause is included in each agreement with an institution outside Belgium, as approved by the Board of Governors.

## Article 58      Signing of the agreement by and approval of agreements at Ghent University

**§1.** The student-specific agreement is submitted to the Faculty Council(s) for feedback and, if the feedback is positive, is signed by the heads of the institutions involved or, if applicable, other authorised persons, the dean of the relevant faculty of Ghent University, the administrative supervisor responsible at Ghent University, the supervisor(s) of the institution(s) involved and the doctoral student.

**§2.** A framework agreement for joint doctorates is only presented to the Faculty Council(s) involved if the joint PhD coordinators of Ghent University have to make compromises on the interfaculty, joint quality criteria (Article 40 §4) during the negotiations with the other institution(s). In the event of positive feedback, the framework agreement will be signed by the heads of the institutions involved (or, if necessary, other persons authorised to do so) and the dean(s) of the relevant faculty/faculties of Ghent University. If the other faculty/faculties agree to all interfaculty quality criteria of Ghent University (Article 40 §4), the framework agreement is only sent to the involved faculty/faculties for information. In such cases, the Rector of Ghent University signs the institutional framework agreement for joint doctorates.

## PART VII: SPECIAL CIRCUMSTANCES

### Article 59 Revision of exam decisions

**§1.** Material errors in the student's favour, causing the student to be awarded a higher examination mark due to a substantive error

1. are rectified within ten calendar days after the examination results announcement, when they affected the examination mark or the decision whether or not the student passed a deliberation set or a study programme. Such errors are rectified by a new decision from the chair of the competent Examination Board, which is communicated to the dean and the members of the Examination Board;
2. are not rectified later than ten calendar days after the examination results announcement, when they affected the examination mark or the decision whether or not the student passed a deliberation set or a study programme.

**§2.** Material errors to the student's detriment, causing the student to be awarded a lower examination mark due to a substantive error, are rectified at all times if they affected the examination mark, the decision whether or not the student passed a deliberation set or a study programme. These errors are rectified by a decision from the chair of the competent Examination Board, which is communicated to the dean and the members of the Examination Board.

**§3.** Material errors without any impact are rectified within ten calendar days after the examination results announcement. These errors did not affect the examination mark or the decision whether or not the student passed a deliberation set. They are rectified by the chair of the competent Examination Board.

#### **§4.** Identifying fraud

If fraud affected the examination mark or the decision whether or not the student passed a deliberation set or a study programme, the competent Examination Board may review its decision at all times, in accordance with the procedure stipulated in Article 60.

**§5.** The students concerned are notified of new decisions within ten calendar days by email (Ghent University account).

In case of a material error in the student's favour (causing the student to be awarded a higher examination mark), the student in question is notified by registered letter (or through a receipt that is signed by the student) within five calendar days after the rectification.

The student is also informed of the possibilities of appeal, as described in article 81 of the [Education and Examination Code](#).

### Article 60 Fraud or irregularities in the predoctoral training programme, the doctoral training programme and the doctorate

**§1.** If an supervisor/evaluator has reason to suspect that a student is committing fraud or irregularities during the evaluation of a regular course unit, the doctorate, a specialist seminar or a doctoral seminar in transferable skills as part of the predoctoral training programme or the doctoral training programme, the evaluation for the course unit or seminar concerned may be terminated immediately for this (doctoral) student.

If the events occurred during a predoctoral training programme, the evaluator needs to promptly relate the events to the chair of the Examination Board. If they occurred during a doctorate or as part of a doctoral training programme, the evaluator will immediately inform the chair of the relevant Faculty committee. If the relevant Faculty committee has already taken a decision, the chair of the Examination Board will be notified.

**§2.** If a supervisor/evaluator of a research-related activity within the context of the doctorate or doctoral training programme suspects that there has been a breach of academic integrity, as determined in the regulations pertaining to the procedure to investigate breaches of academic integrity, this person will immediately inform the Examination Board of this, insofar as the Examination Board has already been composed. In all other cases (before the Examination Board has been composed and after the doctoral defence), the supervisor/evaluator will immediately inform the Committee for Scientific Integrity.

**§3.** If, before the dissertation has been submitted, a supervisor/evaluator suspects that there has been a breach of academic integrity in (parts of) this dissertation, as determined in the regulations pertaining to the procedure to investigate breaches of academic integrity, this person will immediately inform the Examination Board of this, insofar as the Examination Board has already been composed. In all other cases (before the Examination Board has been composed and after the doctoral defence), the supervisor/evaluator will immediately inform the Committee for Scientific Integrity.

Committing plagiarism is considered a breach of academic integrity. The supervisors and members of the Examination Board of the doctorate may review the originality of the submitted doctoral dissertations, for example by means of anti-plagiarism software.

**§4.** Each faculty may supplement or specify the basic definitions and concepts concerning fraud and irregularities and breaches of academic integrity in the supplementary faculty regulations. Distinctions may be made depending on the intended qualification. All additions or changes must be made in accordance with applicable Ghent University regulations, guidelines and (policy) documents. This information is also communicated to the faculty's doctoral students.

*The Faculty of Engineering and Architecture considers the following to be plagiarism for doctoral dissertations: copying (parts of) texts (be it translations or not) from any source (publications, the internet, books, courses, etc.) without using any quotation marks or other ways of indicating quotes and without any acknowledgements. This is also the case for test results, figures, diagrams, tables or graphs.*

**§5.** Whether or not an examination-related disciplinary measure will be imposed after an examination-related disciplinary decision is to be decided by the Examination Board or the relevant Faculty committee that is qualified for the evaluation of doctoral students or students enrolled in the predoctoral training programme suspected of fraud or irregularities (cf. §1).

**§6.** No later than five calendar days before the hearing, the (doctoral) student concerned will be invited by the chair of the relevant Examination Board or relevant Faculty committee, in order to be heard by them. The invitation is sent to the (doctoral) student's email address connected to his/her Ghent University account and needs to state the time, date and place of the hearing, as well as describe the charges against the student and the possible disciplinary measures for exams as stated in §8. The (doctoral) student concerned is allowed to peruse the case file.

A faculty ombudsperson for doctorate students will be invited to attend the hearing. At the hearing, the (doctoral) student may be accompanied by a trusted representative or legal adviser. If the (doctoral) student is legitimately absent, s/he has the right to let a legal adviser represent him/her or to put his/her defence forward in writing. If the (doctoral) student is absent from the hearing and has not appointed a legal representative, nor put forward any defence in writing, the Examination Board or relevant Faculty committee concerned will take cognisance of this and may yet officially deliberate on the case at hand and impose a disciplinary measure for exams.



**§7.** The Examination Board or relevant Faculty committee that is to rule on the fraud or irregularities will convene as soon as possible after the hearing in order to take a decision.

**§8.** The examination-related disciplinary measure is pronounced by the Examination Board or relevant Faculty committee concerned (cf. §1).

If the fraud or irregularities relate to a regular course unit, a specialised course, a doctoral seminar in transferable skills or a research-related activity, the examination disciplinary body may impose the following (combination of) examination-related disciplinary measures if the offences are deemed substantiated:

1. The (doctoral) student's examination result is revised for the examination or the paper/project by which the regular course unit from the (pre)doctoral training programme was evaluated;
2. The doctoral student is given the designation that the specialised course, doctoral seminar in transferable skills or research-related activity concerned has not been obtained within the total curriculum of the doctoral training programme;
3. The (doctoral) student is given a "fraud" designation for the regular course unit, the specialised course, the doctoral seminar in transferable skills or the research-related activity concerned from the (pre)doctoral training programme in question;
4. The (doctoral) student cannot obtain a credit certificate for a part of the course units that s/he has taken in the academic year concerned. The number of course units for which this is the case is determined in consideration of the severity of the offence. This means that the (doctoral) student is given an examination mark of 0/20 for the course units concerned. It is possible that the (doctoral) student cannot obtain a credit certificate for any of the course units taken up;
5. The (doctoral) student may be excluded from (part of) the evaluations in the resit examination period for the course units concerned;
6. During the current academic year, the (doctoral) student cannot take part in or be evaluated for anything other than the above-mentioned units of the doctoral training programme, or only to a limited degree, which is to be determined by the Examination Board.

If the fraud or the irregularities relate to the doctoral dissertation or the doctoral exam, the examination disciplinary body may, if the offences are deemed substantiated, impose the following examination-related disciplinary measures:

1. The doctoral student who committed plagiarism in his/her doctoral dissertation is required to revise this doctoral dissertation in such a way that it no longer constitutes plagiarism. Subsequently, the doctoral student resubmits the doctoral dissertation to the Examination Board, which will then determine whether there are any instances of plagiarism left.
2. The doctoral dissertation is refused and the doctoral student is not allowed to submit or defend a doctoral dissertation on the same subject or a subject that is closely related with the original topic.
3. The doctoral dissertation is refused and the doctoral student is excluded.

The "fraud" designation for a regular course unit implies that the doctoral student cannot be awarded any examination marks in the examination period concerned.

The "fraud" designation for a specialised course, a doctoral seminar in transferable skills or research-related activities implies that the doctoral student did not obtain these in the examination period concerned and that the student cannot be awarded a certificate from the Doctoral School for the units in question of the doctoral training programme.

If a doctoral student is excluded, s/he no longer has doctoral student status and is prohibited from re-enrolling at Ghent University for a number of academic years. This time span is specified in the examination-related disciplinary decision and cannot exceed a period of ten academic years.

**§9.** After the examination disciplinary body has arrived at an examination-related disciplinary decision, the Examination Board rules whether or not the student has passed the doctoral training programme or the doctorate, in due consideration of the imposed examination-related disciplinary measure.

For predoctoral training programmes, the Examination Board defers its decision whether or not the doctoral student has passed the deliberation set that features the course unit where the fraud or irregularities have allegedly been committed, until it has taken an examination-related disciplinary decision or until it has found that there are no grounds to take one.

**§10.** In some cases, the fraud is not discovered until after the (doctoral) student was awarded a credit certificate for a regular course unit, or until after s/he was declared to have passed a specialised course, doctoral seminar in transferable skills or a research-related activity, or until after s/he passed the doctoral exam. In such cases, the examination disciplinary body may as yet declare the obtained credit certificate or the result of the evaluation to be null and void. If appropriate, the examination disciplinary body may also declare the diploma or the certificate given for the study programme or the doctorate to be null and void and reclaim said diploma or certificate.

In addition to the aforementioned measures, the examination disciplinary body may also decide to impose examination-related disciplinary measures as specified under §8.

**§11.** In its report, the examination disciplinary body includes a list of the people present at the meeting. This report specifies the offence(s) and the motivations behind the examination-related disciplinary decision. A copy of this report will then be delivered to the Director of Education and the lecturer(s) involved. The examination disciplinary body communicates the decision to impose an examination-related disciplinary measure, possibly detailing what the measure will entail and the reference to the internal possibilities of appeal, to the student in question by registered letter.

**§12.** As long as no examination-related disciplinary decision has been taken or as long as the examination-related disciplinary decision is not yet final, (doctoral) students suspected of fraud or irregularities may continue to take part in further evaluations of the (pre)doctoral training programme at their own risk. An examination-related disciplinary decision becomes final if an internal appeal or a subsequent external appeal fails to be filed in a timely fashion or if said external appeal is turned down by the Council for Disputes concerning Decisions on Study Progress (“Raad voor betwistingen inzake studievoortgangsbeslissingen”).

**§13.** Students may file an appeal against the examination-related disciplinary decision pronounced against them with the Institutional Appeals Committee, as specified in article 81 of the general [Education and Examination Code](#).

**§14.** In accordance with §2 and §3, the stipulations of §4 up to and including §13 apply for the Examination Board for the doctoral examination. In accordance with §2 and §3, the [regulations pertaining to the procedure to investigate breaches of academic integrity](#) apply for the Committee for Scientific Integrity.

## PART VIII: ORGANISATION OF AND FRAMEWORK FOR THE DOCTORAL SCHOOL

### Article 61 Doctoral School: role and governance

**§1.** The Doctoral School coordinates the delivery of high-quality services for doctoral research and young researchers in a broad sense at Ghent University.

**§2.** The Doctoral School Steering Committee sets the strategic priorities of the Doctoral School by advising the university board and the faculties on the doctoral process and by ensuring that policy within the institution aligns with policy set at Flemish, Belgian, European or international level. The Doctoral School Steering Committee safeguards the correct and effective spending of the subsidy granted to the university for the support of young researchers, specifically with regards to the faculty doctoral training programmes (including quality assurance), the interuniversity and international cooperation and exchange on doctoral matters, and the transition to the labour market.

**§3.** The Doctoral School Steering Committee is made up of:

1. The academic administrators
2. The Director of Research
3. The Director of Education
4. A representative from each of the Faculties
5. Two AAP/OAP representatives of the alpha faculties
6. Two AAP/OAP representatives of the beta faculties
7. Two AAP/OAP representatives of the gamma faculties.

The faculty representatives are appointed by the Faculty Council.

The AAP/OAP representatives are appointed by the AAP representatives in the Board of Governors.

The Steering Committee is chaired by the Director of Research.

The non-official members of the Steering Committee are appointed for a period of four years by the Executive Board and their appointment begins on 1 January following the start of the new tenure of the deans. If the appointment ends early, the Executive Board will appoint someone new to complete the appointment. Notwithstanding this, the non-official members of the Steering Committee appointed at the start of the 2023-2024 academic year are appointed until 31 December 2026.

**§4.** The Doctoral School Office is responsible for the operationalisation of the support for young researchers according to the strategic priorities set out by the Doctoral School Steering Committee. That support shall at the very least consist of:

1. The organisation, coordination and administrative follow-up of the faculty doctoral training programmes with specialist courses and transferable skills courses in co-creation with the faculties and based on the needs of the young researchers at each faculty.
2. The organisation of activities and giving of information regarding the transition to the labour market.
3. The administrative support for the doctoral training programme for all doctoral students, including the recognition of course units within that training programme that are not organised by the Doctoral School itself.
4. The approval and administrative support for funding of other initiatives relating to the doctoral research and the doctoral training programme according to the criteria set out by the Doctoral School Steering Committee.
5. The coordination of the yearly self-reflection reporting (Article 18).

6. The support for interuniversity initiatives and projects aimed at young researchers.

## Article 62      Costs and compensations

**§1.** The costs and allowances for teaching, for supervising exercises and for technical and logistic services for courses, workshops, training and other activities organised by the Doctoral School within the framework of the Ghent University doctoral training programme are arranged as follows:

Allowances for Ghent University staff members:

1. Costs incurred: subject to the agreement of the Doctoral School, reimbursement can be requested by means of the appropriate statement of advanced expenses.
2. Overtime: on the proposal of the Doctoral School, the university board can pay overtime worked within the framework of the Ghent University doctoral programme to members of Ghent University's administrative and technical staff, to the exclusion of Level-A members (function class A or A+).
3. Personal allowances: on the proposal of the Doctoral School, the university board can decide to pay personal allowances. This payment can only be made to the following Ghent University staff members:
  1. to the members of the academic staff, as provided for in the Decree of 12 June 1991 concerning universities within the Flemish Community;
  2. to the members of the Level-A administrative and technical staff (function class A or A+). Personal allowances may be paid to administrative and technical staff of this staff category since the services provided within the framework of the Ghent University doctoral training programme, as provided for in [article 21](#) of these regulations, are considered special services within the meaning of article 2 §1, second paragraph of the resolution of the Flemish Government of 20 October 2000 establishing the levels, grades and associated salary scales of the administrative and technical staff of the universities in the Flemish Community.

**§2.** For the purposes of this article, the members of the scientific staff are equated with academic staff.

**§3.** Payment is made on the basis of a substantiated request from the Doctoral School for personal allowances granted to the above-mentioned Ghent University staff members who provided the service. This request also contains an overview of the services provided with their nature and scope.

**§4.** The payment is either made into a fund for non-academic services in the name of the lecturer (for members of the professorial staff) or into a lecturer's bank account (or their company's) (for members of the academic staff who are not budget holders, for Level-A administrative and technical staff (function class A or A+)).

**§5.** All of these personal remunerations to the above-mentioned Ghent University staff members combined shall not amount to more than half of the net income, i.e., the income from enrolment fees less the costs and less the other above-mentioned remunerations intended for the realisation of the Ghent University doctoral training programme.

**§6.** The above-mentioned settlement may relate to a complete course, workshop, training or other activity organised by the Doctoral School within the framework of the Ghent University doctoral training programme, to a part of such course, workshop, training or other activity or to a number of combined courses, workshops, training courses or other activities.

**§7.** The maximum amounts that can be paid as personal compensation per hour performed for teaching, for supervising exercises and for technical and logistic services for courses, workshops, training or other activities organised by the Doctoral School within the framework of the Ghent University doctoral training programme are the same as the maximum amounts set annually by the Executive Board (after consultation in the Staff Negotiations Committee (Dutch abbreviation: POC)) for postgraduate courses (including predoctoral courses) and for lifelong learning programmes.

**§8.** Compensation for overtime and personal allowances are subject to the statutory deductions.

## PART IX: CONCLUDING PROVISIONS

### Article 63 Amendments to the Education and Examination Code for Doctoral Matters

**§1.** The provisions of this Education and Examination Code for Doctoral Matters may only be amended by the Board of Governors, after the recommendation of the Doctoral School Steering Committee. In contravention of this, in the event of force majeure, the rector can immediately take the measures and decisions necessary to safeguard the function of the institution, its students and staff.

The rector decides on cases that have not been mentioned in this Education and Examination Code for Doctoral Matters, for disputes relating to the interpretation of the present code or in case of material errors. Any such decisions are publicly announced.

**§2.** The powers that the present code describes may be delegated to the dean or to faculty members on an individual or collective basis.

### Article 64 Departures from the Education and Examination Code for Doctoral Matters

**§1.** Departures from this Education and Examination Code for Doctoral Matters are possible:

4. as a result of an agreement approved by the Executive Board concerning a study programme staged in conjunction with one or more other institutions of higher education;
5. to serve student mobility within a bilateral and multilateral agreement with other institutions of higher education;
6. as part of Framework Programmes financed by a public authority.

**§2.** For outgoing exchange students with a main enrolment at Ghent University, the regulations and arrangements of the receiving institution apply to the education and examination procedures of the course units belonging to the individual learning agreement, without prejudice to the provisions of articles 2 §6, article 30, article 55 §6 and article 56 §4 of the general [Education and Examination Code](#). With regard to the deliberation decisions for outgoing exchange students, the Education and Examination Code of Ghent University invariably applies.

**§3.** For incoming exchange students with a main enrolment at another educational institution than Ghent University, the present regulations apply to the education and examination procedures of the course units belonging to the individual learning agreement, including the provisions of article 2 §6 and article 18 of the general [Education and Examination Code](#). With regard to the deliberation decisions for incoming exchange students, the Education and Examination Code of Ghent University does not apply and the regulations and arrangements of the sending institution are in force.

### Article 65 Specific examination code for study programmes organised in conjunction with different institutions of higher education

For study programmes that are jointly organised with other institutions of higher education, a specific examination code may apply that is drawn up by the institutions and approved by separate decision by the Board of Governors at Ghent University.

### Article 66 Implementation of the Education and Examination Code for Doctoral Matters

This Education and Examination Code for Doctoral Matters comes into force from the academic year 2023-2024 onwards.

## PART X: REGULATIONS CONCERNING THE STORAGE OF DOCUMENTS

DOCUMENT	HOW LONG SHOULD IT BE STORED?	BY WHOM?
<b>DISSERTATIONS</b>		
Assignments as part of continuous assessment, such as Bachelor's dissertations and work placement reports	Up to one year after the close of the academic year concerned	Lecturer-in-charge
Doctoral dissertations	Electronic version: permanently	University library
Administrative preparations concerning Master's or doctoral dissertations: forms with working/definitive titles, title pages of Master's dissertations, signature lists, etc.	To be destroyed when administrative use lapses	FSA
<b>REPORTS</b>		
Reports Examination Board	Five years Then: permanently	Faculty university archives
Reports Examination Board predoctoral training programme	Five years Then: permanently	Faculty university archives
Reports Examination Board doctoral training programme	Five years Then: permanently	Faculty university archives
Reports doctoral examination	Five years Then: permanently	Faculty university archives

## PART XI: STUDENT ASSISTANCE AND STUDENT SERVICES

<b>Faculty level</b>	
Faculty of Arts and Philosophy	<a href="mailto:fsa.lw@ugent.be">fsa.lw@ugent.be</a> Heidi Geers (student registration officer)
Faculty of Law and Criminology	Administrative queries (start-up procedure for doctoral students, interdisciplinary and joint doctorates, submitting the doctoral dissertation): <a href="mailto:faculteitsraad-rechten@ugent.be">faculteitsraad-rechten@ugent.be</a> Luc De Bie and Benny Vlerick Substantive questions (project applications, funding): <a href="mailto:research.re@ugent.be">research.re@ugent.be</a> Arne Vandenbogaerde
Faculty of Sciences	<a href="mailto:fsa.we@ugent.be">fsa.we@ugent.be</a> Joeri Delamane
Faculty of Medicine and Health Sciences	<a href="mailto:PhDGE@ugent.be">PhDGE@ugent.be</a> Kim de Keyser
Faculty of Engineering and Architecture	<a href="mailto:doctoraat.ea@ugent.be">doctoraat.ea@ugent.be</a> Muriel Vervaeke Valerie Bastien Sofie Messiaen
Faculty of Economics and Business Administration	<a href="mailto:Phd.eb@ugent.be">Phd.eb@ugent.be</a> Wieland De Caluwe
Faculty of Veterinary Medicine	<a href="mailto:doctoraat.di@ugent.be">doctoraat.di@ugent.be</a> Vannesa Van den Berge
Faculty of Psychology and Educational Sciences	<a href="mailto:doctoraat.pp@ugent.be">doctoraat.pp@ugent.be</a> Ellen Van Glabeke Bart Vandecasteele
Faculty of Bioscience Engineering	<a href="mailto:doctoraten.fbw@ugent.be">doctoraten.fbw@ugent.be</a> Hilde Ghellynck
Faculty of Pharmaceutical Sciences	<a href="mailto:decanaat.fw@ugent.be">decanaat.fw@ugent.be</a> Sofie Beyaert Monique Vertriest Carine Staessens
Faculty of Political and Social Sciences	<a href="mailto:fsa.psw@ugent.be">fsa.psw@ugent.be</a> Torsten Dhondt
<b>Central Administration</b>	
Doctoral School: doctoral training programme, regulation, career service, self-reflection report, curriculum management, help desk	<a href="mailto:doctoralschool@ugent.be">doctoralschool@ugent.be</a>
Joint and interdisciplinary doctorates	<a href="mailto:jointphd@ugent.be">jointphd@ugent.be</a>
International Admissions Desk	<a href="mailto:phdadmission@ugent.be">phdadmission@ugent.be</a>
Career coaching	<a href="mailto:phdcareerhub@ugent.be">phdcareerhub@ugent.be</a>
PhD Career Hub	<a href="mailto:phdcareerhub@ugent.be">phdcareerhub@ugent.be</a>



Bench fees and support for external scholarships/exchange PhD	<a href="mailto:phdexternalfunding@ugent.be">phdexternalfunding@ugent.be</a>
Contracts and personnel registration; Ghent University scholarships	<a href="mailto:dpo@ugent.be">dpo@ugent.be</a> <a href="#">Brenda Delcloo</a> <a href="#">Tessa Boriau</a> <a href="#">Sonja Van Nevel</a> <a href="#">Mieke Van De Putte</a>
Ghent University TechTransfer	<a href="mailto:techtransfer@ugent.be">techtransfer@ugent.be</a>
Enrolment, tuition fees, creation of doctoral diplomas	<a href="mailto:doctoraat@ugent.be">doctoraat@ugent.be</a>
Mental health	Trustpunt: <a href="mailto:trustpunt@ugent.be">trustpunt@ugent.be</a>
Data management plan (DMP)	<a href="mailto:rdm.support@ugent.be">rdm.support@ugent.be</a>
Institutional Ombuds Offices	<a href="mailto:ombuds@ugent.be">ombuds@ugent.be</a> (Please contact your <a href="#">faculty's ombuds office</a> where possible first)

## **ANNEX: Carrying out a doctorate or a research project in due consideration of confidentiality aspects**

The table below gives points of special interest on confidentiality aspects during the different stages of a (doctoral) research project. This annex makes reference to confidentiality, publication and invention disclosure (patents) aspects, as well as related contract documents. For further information you can contact the UGent business developers & TechTransfer<sup>2</sup> advisors.

- The regulations concerning valorization of research at Ghent University: <https://codex.ugent.be?regid=REG000101>
- Online info and standard UGent contract documents: <https://www.ugent.be/techtransfer/en/support-for-academics/legalsupport>
- Online info and Invention Disclosure Form (IDF): <https://www.ugent.be/techtransfer/en/support-for-academics/ipsupportpage.htm>
- Contact data UGent business developers (IOF mandataries): <https://www.ugent.be/techtransfer/en/support-for-industry/iofbusinessdevelopmentcenters.htm>
- Contact data TechTransfer legal support: [contracten@ugent.be](mailto:contracten@ugent.be)
- Contact data TechTransfer IP (Intellectual Property) support: [octrooien@ugent.be](mailto:octrooien@ugent.be)
- Acknowledgements of Confidentiality particularly related to doctoral examinations are also available from the Dean's Office: [doctoraat.ea@ugent.be](mailto:doctoraat.ea@ugent.be)

#	Points of interest and action items	Who
<b>1. Project proposal</b>		
1.1	<p>Drafting and submitting a project proposal</p> <ul style="list-style-type: none"> <li>• Do not mention any confidential information in the title or possible public project summary.</li> <li>• A researcher without UGent employment contract, who is already involved in the project proposal, needs to sign an acknowledgement of confidentiality (NDA: non-disclosure agreement).</li> <li>• Depending on the project proposal partnership and project type, a non-disclosure agreement between the applying partners might be recommended. IP/confidentiality/publication procedures for the project are discussed and agreed upon. Later on these are formally covered by the terms of the collaboration contract signed at the time of project approval or already signed at the time of submission (under the suspensive condition of project approval).</li> <li>• In case of confidentiality aspects and involved external supervisors or persons: always take care of a non-disclosure agreement, as far as it is not already included in the above.</li> </ul>	Supervisor
<b>2. Start of a granted project</b>		
2.1	<p>When the project has been granted</p> <ul style="list-style-type: none"> <li>• Finalizing the contract, with special attention on agreed IP/confidentiality/publication procedures. In particular, make sure to maximally protect the academic freedom and publication requirements linked to a doctorate.</li> <li>• Input of the project in the FRIS research portal (<a href="http://www.researchportal.be">www.researchportal.be</a>): fill out the IWETO form so that there is no confidential information shared. Please note that the IWETO form, if desired, can be marked completely as confidential (the</li> </ul>	Supervisor

<sup>2</sup> The term ('Valorisatiecel') in the Education and Examination Code for Doctoral Matters refers to the UGent Technology Transfer Office.

	project will not be made public on the FRIS portal, but will be recorded in relevant counts).	
2.2	<p>Appointing a researcher</p> <ul style="list-style-type: none"> <li>• Through the employment contract with UGent the researcher is bound to the regulations specifying transfer of rights and confidentiality.</li> <li>• Researchers who do not have an employment contract with UGent sign the form 'transfer of rights and confidentiality'.</li> </ul>	Supervisor
<b>3. Carrying out the (doctoral) research project</b>		
3.1	<p>Carrying out research</p> <ul style="list-style-type: none"> <li>• Applicable confidentiality is duly considered (no oral or written statements, unless if it regards already public information or if it is clearly not confidential).</li> <li>• Report inventions or research results which can be valorized before making them public. In this respect, you can always consult the UGent business developers or the IP (intellectual property) section of TechTransfer. The disclosure of an invention aims for a patent application, so to protect the invention and keeping publications possible.</li> </ul>	Researcher
3.2	<p>Guidance of the research</p> <ul style="list-style-type: none"> <li>• Applicable confidentiality as stated in the project contract is duly considered.</li> <li>• Report inventions or research results which can be valorized before making them public. In this respect, you can always consult the UGent business developers or the IP (intellectual property) section of TechTransfer.</li> <li>• If a doctoral guidance committee or an additional advisor (optional at FEA) has been assigned: every non-UGent-employee in this situation needs to sign a non-disclosure agreement.</li> </ul>	Supervisor
3.3	<p>Annual report through Doctoral School (or similar reports)</p> <ul style="list-style-type: none"> <li>• This is a self-reflection report and not a technical report, therefore aspects of confidentiality are seldom a problem. Take care that no confidential information will be mentioned in the self-reflection report.</li> </ul>	Researcher
3.4	<p>Publications, including publications to be admitted to the doctoral examination</p> <ul style="list-style-type: none"> <li>• Always comply with the contractual obligations on publication procedures (bear it in mind timely, usually there are certain time periods applicable).</li> <li>• Research results as far as covered in a patent application, are easier to make public.</li> </ul>	Researcher Supervisor
<b>4. Submission of the doctoral dissertation &amp; doctoral defence</b>		
4.1	<p>Confidentiality aspects in view of submitting the doctoral dissertation for the faculty council</p> <ul style="list-style-type: none"> <li>• Supervisor / valorisation team (supervisor, researcher, TechTransfer advisor(s) and business developer) consider possible aspects of confidentiality which may be applicable on the reading version of the doctoral dissertation (first part of the doctoral examination – the private defence), as well as on the final doctoral dissertation (second part of the doctoral examination - the public defence). Follow the options described hereafter and as represented in the enclosed scheme.</li> <li>• If aspects of confidentiality are applicable, the following procedures will be followed. <b>This does not prevent that final public disclosure of the doctoral dissertation, at the time of the public defence of the doctorate, is aimed for.</b></li> </ul>	Supervisor  Researcher Valorisation team

4.2	<p>Reading version of the doctoral dissertation and proposal of jury members, at time of submission for the faculty council, in accordance with one of the following options (see also the enclosed scheme).</p> <ul style="list-style-type: none"> <li>• <b>Option 0 – No confidentiality applicable</b></li> <li>• <b>Option 1 – Confidentiality within the framework of a patent procedure</b> <ul style="list-style-type: none"> <li>▪ Option 1a = because of the patent application no notice of confidentiality is needed, as far as the publication does not surpass what's covered in the patent application.</li> <li>▪ Option 1b = since the patent application will be submitted only after the first part of the doctoral examination and before the public defence, a confidentiality procedure applies (hereinafter) to the first part of the doctoral examination.</li> </ul> </li> <li>• <b>Option 2 - Confidentiality outside the framework of a patent procedure</b> <ul style="list-style-type: none"> <li>▪ Option 2a = by removing the confidential information, without undermining the significance of the final public doctoral dissertation, there is no need for a confidentiality notice.</li> <li>▪ Option 2b = in order to allow assessment of the entire doctoral research by the examination board, the confidential information will be kept in the reading version and the confidentiality procedure is applied on the first part of the doctoral examination. The confidential information will only be removed for the public defence, however without undermining the significance of the final public doctoral dissertation.</li> </ul> </li> <li>• <b>Option 3 – Procedure with embargo date</b> = exceptionally and only if previous options are not possible, both parts of the doctoral examination are taken confidential, and an embargo date will be applicable on the final doctoral dissertation, in accordance with #4.5.</li> </ul>	Supervisor Researcher
	<p><b><u>Confidentiality procedure during the doctoral examination (options 1b, 2b en 3):</u></b></p> <ul style="list-style-type: none"> <li>• When the reading version contains confidential information, a precise confidentiality notice is included at the first page. This first page 'confidentiality notice', is available at the Dean's Office (<a href="mailto:doctoraat.ea@ugent.be">doctoraat.ea@ugent.be</a>).</li> <li>• The proposed jury members should be informed about the confidentiality of the reading version. Jury members who are not an UGent employee, should sign a non-disclosure agreement. This should preferably be done before the submission to the faculty council to avoid that a change of the examination board (when unsigned) is necessary afterwards.</li> <li>• Only after the signature of all necessary non-disclosure agreements, the reading version may be distributed to the members of the examination board.</li> <li>• In case of option 3 this procedure is also applied for the final version with embargo date.</li> </ul>	

4.3	<p>Submission of the doctoral dissertation to the faculty council</p> <ul style="list-style-type: none"> <li>When submitting the doctoral dissertation, it should be indicated in Plato to what extent the work contains confidential information and research results for possible valorization. Hereby, it is indicated whether this has already been put forward to the UGent business developers or TechTransfer IP advisors, mentioning the contact person involved. This should be done by uploading a motivational letter. It should be clearly stated to what extent confidentiality is applicable on the submitted doctoral dissertation, in accordance with the options described in #4.2 and the enclosed scheme. The uploaded pdf of the doctorate is only visible for the supervisor, researcher and the Dean's Office.</li> <li>When noted as confidential, the Dean's Office will check whether the first page has been added and will check with the researcher whether the non-disclosure agreement has been signed by the external jury members.</li> <li>The Dean's Office informs the noted UGent business developer or TechTransfer IP advisor about the submission of the doctorate with confidentiality aspects or research results for possible valorization. When there is no contact person noted, the researcher is asked to urgently contact the UGent business developers or TechTransfer IP department (see contact data at the first page of this annex) and to pass on the contact person to the Dean's Office.</li> <li>The examination board will be explicitly informed by the Dean's Office about the confidentiality aspects.</li> </ul>	<p>Supervisor Researcher</p> <p>Dean's Office</p>
4.4	<p>First part of the doctoral examination (first assessment of the doctoral dissertation by the examination board) applying confidentiality</p> <ul style="list-style-type: none"> <li>When it has been decided to apply confidentiality on the first part of the doctoral examination, this results in a defence where all attendants are bound by confidentiality in accordance with #4.2 (options 1b, 2b and 3 in the scheme).</li> <li>The reading version of the doctoral dissertation is marked as confidential and is considered in such a way by the jury members/supervisor/researcher.</li> </ul>	<p>Supervisor Researcher</p> <p>Jury members</p>
4.5	<p>Second part of the doctoral examination (public defence) applying confidentiality</p> <ul style="list-style-type: none"> <li>The procedures normally provide in a public defence and in a publication of the final doctoral dissertation (options 0, 1 and 2).</li> <li>Exceptionally, option 3, an embargo date is put on the final doctoral dissertation and the public defence consists of a presentation within the research field of the doctorate, but separated from the confidential content of the doctoral dissertation. Option 3 is only possible on demand of the valorisation team and subject to the approval of the dean in accordance with the authorization by the faculty council.</li> </ul>	<p>Supervisor Researcher</p>
<b>5. Making public (public defence and publication of the doctoral dissertation)</b>		
5.1	<p>Application for ISBN and hard copy/pdf of the final doctoral dissertation</p> <ul style="list-style-type: none"> <li>Option 1 or 2. ISBN application can be done. The final doctoral dissertation does no longer contain a first page with confidentiality notice.</li> <li>Option 3. The end date of the embargo is set as publication date for the ISBN application, and the latter will not mention any confidential information. The final doctoral dissertation has a first page 'confidentiality notice until &lt;end date embargo&gt;' and is kept in such a way by the jury members/supervisor/researcher/Dean's Office.</li> </ul>	<p>Researcher Dean's Office</p>
5.2	<p>Announcement public defence on FEA and UGent website</p> <ul style="list-style-type: none"> <li>This is the title and a vulgarising summary (about 200 words). Here there will not be any confidential information mentioned.</li> </ul>	<p>Researcher Dean's Office</p>
5.3	<p>Registration in biblio.ugent.be / library</p> <ul style="list-style-type: none"> <li>When uploading the final pdf in biblio.ugent.be there is a choice between open access, UGent access and confidential. In case of option 3 with embargo, the</li> </ul>	<p>Researcher Supervisor Dean's Office</p>

	<p>choice will be 'confidential' and the deadline of the embargo can be filled out. In all other cases the final work is public and the author can choose between open access (recommended), and UGent access.</p> <ul style="list-style-type: none"><li>• A hard copy for the university library and for the library of the department will be kept by the supervisor and will only be handed in to the library when confidentiality is no longer applicable.</li><li>• The requested hard copies for the 'Wettelijk Depot' will be kept by the Dean's Office and will only be handed over to the 'Wettelijk Depot' when confidentiality is no longer applicable.</li></ul>	
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**Scheme:** options at the time of submission of the doctorate and confidentiality procedure during the doctoral examination

Scenario	Option 0	Option 1		Option 2		Option 3
<b>Is there confidentiality applicable?</b>	NO	YES Confidential information concerns research results for valorization and for which patent protection has been applied		YES Confidential information outside the framework of a patent application, or research results for valorization and for which no patent protection has been applied		YES The confidential information is too much to omit in accordance with Options 2a/2b or cannot be timely protected by a patent application in accordance with Options 1a/1b.
		Option 1a A patent procedure is timely applied, enabling to make the information public.	Option 1b A patent procedure is applied just before PhD submission, so that confidential information will only be protected at the time of the public defence.	Option 2a Confidential information is limited and can be removed in the reading version and in the final version.	Option 2b Confidential information is important for the reading version (so that the examination board can assess the doctorate), but can be removed in the final version.	
<b>Part 1 doctoral examination (first assessment of the dissertation by the examination board)</b>  Status dissertation = reading version for the examination board	NO notice of confidentiality	NO notice of confidentiality, as far as the confidential content does not surpass what is covered by the patent application.	YES notice of confidentiality and NDA external jury members.	NO notice of confidentiality. Confidential information has been removed.	YES notice of confidentiality and NDA external jury members.	YES, notice of confidentiality and NDA external jury members.
<b>Part 2 doctoral examination (public defence)</b>  Status dissertation = public version with ISBN	NO notice of confidentiality	NO notice of confidentiality. Possible confidential information that surpasses the patent application, has been removed.	NO notice of confidentiality. Possible confidential information that surpasses the patent application, has been removed.	NO notice of confidentiality. Confidential information has been removed.	NO notice of confidentiality. Confidential information has been removed.	YES notice of confidentiality with embargo period. Public presentation in the subject of the research field, not of the confidential doctorate.

**Clarification:** The above scheme is with due reference to the Education and Examination Code for Doctoral Matters (articles 17§2, 27§4 and 30§2).

Application of confidentiality (orange sections in the above scheme) requires a motivational letter by the 'Valorisatiecel' to the chair of the examination board, with copy to the dean. This is done by the valorisation team (TechTransfer advisors, IOF business developers and involved researchers) at the time of submission of the doctorate at the Dean's Office and by uploading the motivational letter in Plato. Options 1 and 2, or a combination of both, can be applied in this way. Option 3 is exceptional and requires also an approval by the dean (in accordance with the authorization by the faculty council).