

Faculty of Engineering and Architecture (FEA)

The doctorate and the doctoral training programme at the Faculty of Engineering and Architecture (October 2019)

UGent Examination Code 2019-2020

Faculty regulations

The following regulations include the full examination code of Ghent University concerning the doctorate and the doctoral training programme. *The complementary faculty regulations are added in italics.*

For doctorates in urbanism and spatial planning, the regulations for doctorates in architectural sciences and engineering apply.

Article 2 - The Academic Calendar

§4. Educational activities and evaluations are suspended during Christmas recess, inter-term recess, Easter recess, summer recess, from 14/09/2020 through 19/09/2020, as well as on the following closing days:

- Friday 1 November 2019 (All Saints' Day, bank holiday)
- Saturday 2 November 2019 (All Souls' Day, holiday determined by decree)
- Monday 11 November 2019 (Armistice Day, bank holiday)]
- Friday 15 November 2019 (King's Feast, holiday determined by decree)
- Wednesday 25 December 2019 up to and including Wednesday 1 January 2020 (Christmas and New Year's Day) (bank holidays and fixed days of leave)
- Friday 20 March 2020 (Dies Natalis)
- Monday 13 April 2020 (Easter Monday, bank holiday)
- Friday 1 May 2020 (May Day, bank holiday)
- Thursday 21 May 2020 (Ascension, bank holiday)
- Friday 22 May 2020 (fixed day of leave)
- Monday 1 June 2020 (Whit Monday, bank holiday)
- Saturday 11 July 2020 (Day of the Flemish Community, holiday determined by decree)
- Sunday 21 July 2019 ()]
- Monday 20 July 2020 up to and including Friday 24 July 2020 (National Holiday, holiday determined by decree) (working days of the Ghent Festival, fixed days of leave)
- Saturday 15 August 2020 (Assumption, bank holiday)
- [Any additional fixed days of leave in 2020, to be determined by the negotiation committee for staff.]

§5. The following activities may be held during the periods listed under §4, with the exception of the closing days.

- student reception and preparation activities,
- admission procedures,
- coached educational activities for postgraduate programmes, permanent training programmes, predoctoral training programmes and the doctoral training programmes
- work placements, clinics and multi-day study visits, after approval by the Faculty Council; these may also take place on closing days;
- educational activities and evaluation moments within the context of the summer schools (see article 44).

§6. Exceptionally – except on the closing dates mentioned in §4 – examinations may be organized outside the examination periods in the following cases:

- for students at other institutions, as well as incoming and outgoing exchange students, in execution of the Learning Agreement signed by all parties.
- for examinations on practical classes or exercises. These may be organized in the periods that are reserved for catch-up activities and the summer recess.
- for examinations on preparatory programmes, linking programmes, Erasmus Mundus programmes, postgraduate programmes, and summer schools (see article 44).

The decision should be taken by the Faculty Council, on the recommendation of the study programme committee, and the students should be informed of this decision at the start of the academic year.

Article 10 - Language Requirements

§1. Exemption from applicable language requirements:

2° Prospective students are exempted from the language requirements for English, if they hold any of the following certificates:

- a diploma of secondary education awarded by (an educational institution that is recognized by) the Flemish Community;
- a higher education diploma awarded by an institute of higher education that is recognized by the Flemish Community;
- if the prospective student has already passed an English-language study programme, either in secondary education or at an institute of higher education in Belgium or abroad (i.e. the student needs to have obtained 60 credits, whether it be in one academic year or several);
- a certificate establishing that the student has taken the predoctoral training programme at Ghent University, provided that this programme primarily consisted of course units taught in English;
- only applicable to students enrolling for the doctorate and the (pre)doctoral training programme: a written statement from the supervisor or mentor, respectively, confirming that the prospective doctoral student has a sufficient command of English.

§7. Language requirements for the predoctoral training programme:

For the predoctoral training programmes, the supervisor of the prospective doctoral student is to confirm that the latter has sufficient communication skills in the languages in which the course units are taught.

§8. 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. §9) in English is required upon enrolment. Any amendments must be reported to the Registrar's Office of the Department of Educational Policy (by e-mail to onderwijs@ugent.be) before 1 April preceding the academic year concerned. If the language requirements fail to be specified, the B2 level is the required level of proficiency in English for the doctoral training programme and the doctorate.

§9. Levels of proficiency:

Level	Adequate proof of English proficiency
B2	<ul style="list-style-type: none"> – 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 are to specify "institution code" 2643 if they want the test results to be communicated directly to Ghent University – an original 'Academic Test Report Form' (TRF) from IELTS, with a score of at least 6.0 – 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 Institute (Instituut voor Levende Talen, ILT), or the Academic Language Centre (ACTo - VUB) – a B2 certificate awarded by a university language centre or a Centre for Adult Education

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| | <ul style="list-style-type: none"> - the final test certificate for the course Practical English 5 or English for Written Academic Purposes, issued by the Ghent University Language Centre - a B2 First certificate (Cambridge English, First certificate in English (FCE)) - Pearson Test of English Academic (PTE Academic), with a score of 59 up to and including 75. |
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Article 12 – Admission Procedure for Holders of a Diploma Awarded by an Educational Institution Recognized by the Flemish Community

The admission procedure for holders of a diploma awarded by an educational institution that is recognized by the Flemish Community consists of reporting via ugent.be/enrolment and following the enrolment procedure. For some study programmes, the prior permission of the faculty is required (after an examination of the student's file).

For the actual enrolment, all required diplomas and certificates need to be presented.

Final enrolment date: in accordance with the regular period of enrolment, cf. article 15.

Article 13 – Admission Procedure for Holders of a Diploma Awarded by an Educational Institution Recognized by the French or German Community

§2. Enrolling for another study programme

If holders of a diploma awarded by an educational institution that is recognized by the French or German Community wish to enrol for a Master's programme (whether or not preceded by a preparatory programme), a postgraduate programme, or the doctorate and the doctoral training programme, they need to report via ugent.be/enrolment and follow the enrolment procedure.

In addition, these prospective students need to request the faculty involved for permission to enrol. To this end, they will contact the learning track counsellor.

For the actual enrolment, all required diplomas and certificates need to be presented.

Final enrolment date: in accordance with the regular period of enrolment, cf. article 15.

Article 14 – Admission Procedure for Holders of a Diploma Awarded by a Foreign Educational Institution

§1. If holders of a diploma awarded by a foreign educational institution wish to enrol for a Bachelor's programme, a Master's programme (whether or not preceded by a preparatory programme), a postgraduate programme, a permanent training programme, or the doctorate and the doctoral training programme, they need to report via the procedure outlined on www.ugent.be/admission and follow the enrolment procedure.

All requests based on a foreign diploma need to be accompanied by a legalized copy of this diploma, except diplomas awarded in a country which has not ratified the Lisbon Recognition Convention (LRC).

§2. Final enrolment date for full admission file to enrol from the academic year 2020-2021 onwards:

- Prospective students subject to a visa requirement need to submit their admission file before 1 March 2020.
- Prospective students who are not subject to a visa requirement need to submit their admission file before 1 June 2020.
- For the enrolment for the doctorate and the doctoral training programme, there is no final enrolment date.

§3. The Registrar's Office of the Department of Educational Policy is in charge of investigating whether the submitted file is complete and the prospective student is admissible. To this end, they will follow the

guidelines of the Lisbon Recognition Convention (LRC) for admission requests based on a diploma awarded in a country that has ratified the LRC.

After they have confirmed that the file is complete, they will proceed as follows:

- If the prospective student is admitted based on the similar level of the diploma in question and holds a diploma awarded in a country which has ratified the LRC, then s/he is admitted;
- If the prospective student's file corresponds with an entry in the database of precedents from the Registrar's Office, then the decision that was taken in the precedent is upheld;
- In all other cases, the file is transferred to the study programme committee in question.
 - If students can only be admitted to the study programme after an individual aptitude test, the study programme committee will formulate a positive/negative recommendation with a six-week period.
 - If this is not the case, the study programme committee may advise against admitting the prospective student on the grounds of substantial differences between the prospective student's diploma and the access requirements that are in place for holders of a degree awarded by an educational institution recognized by the Flemish Community. In case of a negative recommendation, the study programme committee will indicate clearly what these substantial differences are (in terms of the level of the foreign certificate, the learning results of the study programme, study load, the quality of the study programme) and it will describe why the diploma at hand cannot be regarded as equivalent to one of the diplomas listed in the access requirements. This negative recommendation is to be given as soon as possible, and if this is not done within six weeks, the student will be admitted.

Taking into account the recommendations of the study programme committee, the head of the Registrar's Office will then decide whether or not to admit the prospective student to Ghent University.

Any admissions and refusals, except for those that were preceded by an individual aptitude test, will be added to a database of precedents. At regular intervals, the Registrar's Office will submit the contents of this database to the study programmes, which may then suggest any amendments.

§4. If prospective students have been denied admission by the head of the Registrar's Office, they cannot request admission to the same study programme again, unless they can add new and substantial information to their file.

§5. Ghent University will not check the (prospective) students' solvency and never assumes any financial liability with respect to (prospective) students. Through their request, all (prospective) students formally declare that they will not turn to Ghent University for any material or financial aid during their stay in Belgium.

Article 15 – (Re-)Enrolment Period

§3. The enrolment period for postgraduate study programmes, predoctoral training programmes and permanent training programmes is determined by the Faculty. After 1 March 2020, no enrolments are accepted for postgraduate programmes and predoctoral training programmes.

§4. Timeliness: the timeliness of (prospective) students' requests to (re-)enrol is determined by the date on which they report to the Registrar's Office of the Department of Educational Policy with the required permissions and authorizations (either in person, or electronically, or by means of a re-enrolment form (cf. article 16)).

Article 20 - Personal Details Update

Students commit themselves to immediately notifying the Registrar's Office of the Department of Educational Policy or the Faculty Students Administration of any changes to their personal details. Students can change their address, contact details or bank account number themselves through oasis.ugent.be. Name changes can only be processed if the student in question contacts the Student Administration by e-mail (studentadministration@ugent.be).

Article 28 - Contracts to Obtain a Diploma

§1. Diploma contract:

When opting for a diploma contract, students enrol to obtain a diploma or a certificate for a specific study programme, linking programme or preparatory programme. Enrolling under a diploma contract involves the right to take part in the regular educational activities, to enjoy educational support facilities and to sit examinations for course units that are part of the curriculum described in article 30, with the exception of any exemptions and/or previously obtained credits.

The following enrolments are only available under a diploma contract:

- doctorate and doctoral training programme;
- ...;
- predoctoral training programme;

§2. Exam contract to obtain a diploma:

The following types of enrolment are not possible by way of an exam contract:

- ...;
- doctorate and doctoral training programme;
- ...;
- the predoctoral training programme.

Article 31 - Contracts to Obtain Credits

§1. Credit contract:

.../...

Course units from the predoctoral, doctoral and permanent training programmes cannot be taken under a credit contract.

§2. Exam contract to obtain credits:

.../...

Course units of the postgraduate, predoctoral, doctoral and permanent training programmes cannot be taken under an exam contract to obtain credits.

Article 34 - Contract Termination

§3. Students who are enrolled for the doctorate, the doctoral training programme or the predoctoral training programme will have their tuition fee refunded, except for the fixed amount, if they terminate their contract within 4 months following the date of their enrolment.

Article 37 - Composition of Deliberation Sets

§1. The faculty determines the deliberation sets per student and per study programme as follows: the deliberation sets are composed in such a way that they follow the full-time standard learning track of the study programme as closely as possible (also for students on a part-time standard learning track).

Article 39 - Foreign-Language Study Programmes

§1. A study programme may be taught in a language other than Dutch in the following cases:

...

6° a doctoral training programme.

Article 46 - Course Units at a Different Institution

§1. Elective course units at a different university recognized by the Flemish Community

In application of an agreement between the various universities recognized by the Flemish Community, students may take a course unit as an elective course unit within their personal curriculum at a different institution with the approval of both institutions. This arrangement only applies to students who are enrolled under a diploma contract for a Bachelor's programme, a Master's programme, or a doctoral training programme.

§2. Course units at the institutions of Ghent University Association (AUGent)

In application of the agreement between Ghent University, University College Ghent, University College West Flanders and Artevelde University College Ghent, students who are enrolled under a diploma contract may take a course unit within their study programme overview at one of the above university colleges, provided that the course unit concerned is not taught within a study programme at Ghent University.

§3. In application of an agreement (and in compliance with the applicable education and examination code), students may take part in educational activities and evaluations at another Belgian university college or university, in another institute of higher education that is officially registered, in a registered institute of higher education, at the Royal Military School in Brussels or a foreign institute of higher education, insofar as these institutions offer a study programme of at least 3 years.

For study programmes involving mandatory student mobility, the volume of this obligation is specified in the course catalogue.

part IV

Examination Code Governing the Predoctoral Training Programme, the Doctorate, and the Doctoral Training Programme

Article 79 - Admission to a Predoctoral Training Programme

Any permission for prospective doctoral students who need to pass a predoctoral training programme in order to be admitted to the doctorate, is granted according to the procedure mentioned in article 3 §1.b of the resolution of the Executive Board pertaining to the organization of permanent training and postgraduate programmes at Ghent University (including predoctoral training programmes).

The applicable language requirements are stipulated in article 10.

Article 80 - Enrolling for a Predoctoral Training Programme

All enrolments are subject to the stipulations of article 15 and following.

The enrolment makes it mandatory upon students to pay the tuition fee, in accordance with the stipulations of article 21.

The tuition fee (without the fixed amount) will be reimbursed to all students who have enrolled for the predoctoral training programme, unless they terminate their contract within 4 months after their enrolment (cf. article 34).

Article 81 - Assessment of the Predoctoral Training Programme

§1. The assessment of parts of the curriculum of the predoctoral training programme is subject to the stipulations of article 91.

§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 3 §1b of the resolution pertaining to the organization of postgraduate programmes (with the inclusion of predoctoral training programmes) and of permanent training programmes. 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 competencies of this Examination Board are the following:

- appraising the predoctoral training programme;
- taking examination-related disciplinary decisions in accordance with article 90.

Except in cases of material error, the Examination Board is not qualified 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 put these to the disposal of 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.

The members of the Examination Board have a duty to attend deliberation meetings and to sign the attendance register if they convene face-to-face. If a member of the Examination Board is unable to attend the deliberation meeting, 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 deliberation meetings of the Examination Boards in an observer capacity.

§3. Two-step appraisal

The appraisal 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 organized 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 to be taken if the student is declared to have passed this deliberation set.

Deliberations on the predoctoral training programme may take place in the examination periods laid down in the academic calendar or at a different time. The Faculty Council is qualified to decide when deliberations on the predoctoral training programme can be 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 full deliberation set, s/he is declared to have passed the relevant 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 for the decision to be brought to the vote, the chair's proposal for the final appraisal 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 predoctoral training programme is authenticated with a postgraduate certificate, as specified in article 8 §1.b of the Resolution pertaining to the organization of postgraduate programmes (with the inclusion of predoctoral training programmes) and of permanent training programmes. For predoctoral training programmes, no grades of merit are awarded.

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 5 years, after which they are transferred to the University archives for storage. Prospective doctoral students have the right to peruse the sections of the report that refer to them. To do so, they need to contact the Faculty Student Administration.

Students are notified of the exam decision within 15 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 by the Examination Board with the Institutional Appeals Committee, as specified in article 100.

§6. Reconsideration of Examination Board decisions

If material errors, fraud or irregularities are found after the exam decision has been made, article 65 applies, on the understanding that this cannot affect the grade of merit.

Article 82 - Access Requirements for the Doctorate and the Doctoral Training Programme

§1. Holders of a Belgian diploma:

It is a general access requirement for students who want to enrol for the preparation of a doctoral dissertation that they hold a Master's degree awarded by a recognized Belgian institute of higher education. The faculty may make a complementary enquiry to assess the prospective doctoral students' aptitude for conducting scientific research in the discipline concerned and for recording the results of any such research efforts in a dissertation.

Prospective doctoral students who do not hold a Master's degree are required to pass a predoctoral training programme (as determined in the decision concerned, as well as articles 79, 80 and 81). *The extent of the predoctoral training programme is determined by the faculty doctoral committee. The most appropriate study programme committee determines the contents of the predoctoral training programme.*

In addition, prospective doctoral students need to successfully complete the admission procedure as set out under article 83.

§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), after which a predoctoral training programme may be imposed (as determined in the decision concerned, as well as articles 79, 80 and 81).

Admissions are also dependent on whether or not the prospective doctoral student have successfully followed the procedures stipulated in article 83.

The diploma of these candidates should be assessed by the faculty doctoral committee in comparison with a Belgian master diploma. In case of a negative assessment the faculty doctoral committee will impose a predoctoral training programme. The extent of the predoctoral training programme is determined by the faculty doctoral committee. The most appropriate study programme committee will be responsible for determining the exact contents of this predoctoral training programme.

§3. Language requirements

The language requirements for the doctorate are stipulated in article 10.

Article 83 - Admission to 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 (contact: Faculty Education Services, FDO), 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 is to belong to one of the following categories:

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

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 report, the prospective doctoral students will provide the following information: the proposed research topic of the doctorate, the intended doctoral title, the language in which the dissertation will be written, and the choice of Doctoral School. They will also inform the Faculty Council of the diplomas they obtained or the documents that may allow them to obtain the doctoral title.

§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 co-operation agreement between the student and the institutions concerned, in accordance with the resolution of the Executive Board of Ghent University pertaining to co-operation agreements that are negotiated in order to supervise and certificate a doctorate together ('Gezamenlijk doctoraat' / 'Jointly Supervised PhD' / 'Cotutelle'). If the education and examination codes of the institutions involved in a joint doctorate contradict each other, then departures from the Ghent University regulations are allowed, as stipulated in the co-operation agreement. Such departures are not allowed in two cases: an annual progress report always needs to be submitted (cf. article 89) and the doctoral student is always required to enrol at Ghent University every year (cf. article 90).

The text of every co-operation 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 co-operation agreement itself:

- *The UGent examination code 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>.*

§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 resolution pertaining to awarding combined doctoral degrees for interdisciplinary doctorates ('Interdisciplinary Doctorate') as approved by the Executive Board at its meeting on 29 April 2016.

§5. On the basis of the submitted file, the Faculty Council decides whether or not the doctoral 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 title.

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 10, §8), unless the student is exempted from such an obligation pursuant to the provisions of article 10 §1.

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 approximately 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, will determine the curriculum of this possibly mandatory doctoral training programme 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 of the Resolution of the Executive Board pertaining to the organization of the Ghent University doctoral training programme and, if applicable, the supplementary faculty regulations.

The successful completion of the doctoral training programme, to the exclusion of the doctoral examination itself, is a prerequisite for taking the doctoral examination, unless the doctoral student is exempted according to the rules as mentioned below.

For holders of a Belgian diploma of Master of Science in Engineering, the successful completion of the doctoral training programme is not a prerequisite for taking the doctoral examination in engineering. For holders of a Belgian diploma of Master of Science in Engineering Technology, the successful completion of the doctoral training programme is not a prerequisite for taking the doctoral examination in engineering technology. The doctoral students and their supervisor(s) may decide themselves whether it is necessary to acquire any lacking knowledge in order to successfully conduct the intended doctoral research.

For holders of a non-Belgian diploma, the diploma of these candidates should be assessed by the faculty doctoral committee in comparison with a Belgian diploma of Master of Science in Engineering or Master of Science in Engineering Technology. Based on this assessment the faculty doctoral committee determines whether they can be exempted from a compulsory doctoral training programme as a prerequisite for taking the doctoral examination.

Candidates who are selected by the Steering Committee for a joint doctorate (FUSION-DC) with in addition a mandatory joint doctoral training programme (International Doctoral College in Fusion Science and Engineering (FUSION-DC) Joint Doctoral Training Programme) are exempted from the doctoral training programme organized by the Doctoral Schools of Ghent University.

The compulsory doctoral training programme consists of all components as prescribed by the regulations of Ghent University; in addition, the category 'specialist courses' shall be completed with a set of regular course units up to a study load of at least 18 ECTS credits. The ECTS credits are determined depending on the doctoral student's previous training and on the topic of the intended doctorate. The (administrative responsible) supervisor proposes the exact contents of this set and submits this proposal for approval to the faculty doctoral committee.

Doctoral students who enrolled for the doctorate and the doctoral training programme for the first time before the academic year 2018-2019 may maintain their current training programme or switch to a training programme as described above.

The Faculty Council may alter any part of the admission file in the course of their investigation, in accordance with the stipulations of the supplementary faculty regulations. It will also confirm that the prospective doctoral student has been accepted into the Doctoral School of his/her choice, as determined in article 9 §1 of the Doctoral Schools Regulations.

Article 84 - First Enrolment for the Doctorate and the Doctoral Training Programme

§1. Enrolment Period

As soon as the doctoral student has been granted admission to the doctorate and the doctoral training programme, s/he is to enrol as a doctoral student as soon as possible and within the academic year to which the permission is applicable. A first (provisional) 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 a predoctoral training programme, the doctoral training programme and the doctorate are to be addressed to the dean.

§2. Tuition fee

The enrolment makes it mandatory upon students to pay the tuition fee, in accordance with the stipulations of article 21. The tuition fee (without the fixed amount) will be reimbursed to all students who have enrolled for the doctorate and the predoctoral training programme, unless they terminate their contract within 4 months after their enrolment (cf. article 34).

§3. The Registrar's Office of the Department of Educational Policy deals with the actual enrolment formalities.

Article 85 – Property Rights on Research Results and Valorization

§1. In execution of article 4 of the General Research and Co-operation 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. Unless stated otherwise in their contract, all doctoral students are treated as researchers at Ghent University as far as the implementation is concerned of all applicable regulations on the valorization of research results.

§2. The supervisor(s) and the doctoral students see to it that all research results that can create value are reported to the Technology Transfer Office prior to publication in any which shape or form, in accordance with the AOSR.

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.

Article 86 – The Doctoral Training Programme

§1. The Ghent University doctoral training programme is a flexible study programme which is offered within a Faculty and is organized by the Doctoral Schools. The training 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 Schools are in charge of the doctoral training programme, in joint consultation with the Faculties concerned.

§3. 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. This certificate cannot be conferred if the degree of doctor is not conferred.

Article 87 – Language of Instruction and Communication as Part of the Doctoral Training Programme and the Doctorate

§1. Language of instruction and communication:

The language of instruction and communication for educational and other activities within Ghent University as part of the doctoral training programme is English, with the exception of specific cases in which the activities concerned take a different language as their subject, or in which all students involved use Dutch as their speaking language (see also article 10 on language requirements).

§2. The language used within the context of a joint doctorate is established in accordance with the resolution of the Executive Board at Ghent University pertaining to co-operation agreements that are negotiated in order to supervise and certificate a doctorate together ('Gezamenlijk doctoraat' / 'Jointly Supervised PhD' / 'Cotutelle').

Article 88 – 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 coached 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.

§2. The supervisor(s), doctoral advisory committee and/or other mentor(s) are responsible for the support, follow-up and appraisal of the doctoral student throughout the entire study and research period. One supervisor is appointed as the administrative supervisor responsible (cf. article 83 §1 and §4). A relative by blood or by marriage up to and including the fourth degree is not allowed to act as a supervisor, a member of the doctoral advisory committee or a mentor. Any relations arising from a legal partnership are hereby considered equivalent to those arising from marriage. If this relation is created after the supervisor, member of the doctoral advisory committee or mentor has been appointed, the supervisor in question will request a replacement. Similar measures need to be taken if, for reasons of personal involvement with the 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 faculty regulations whether or not a doctoral advisory committee is required. 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 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 89 §5 and §6, which are taken up by the Doctoral Committee (or, if no Doctoral Committee has been composed, the committee which the Faculty Council has assigned these tasks and responsibilities).

At the request of the supervisor(s) and 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 83).

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

§6. The doctoral advisory committee will formulate a report on the doctoral student's progress in his/her research and training on an annual basis (as described in article 89).

§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.

§9. The doctoral advisory committee is part of the assessment committee that will formulate a recommendation on whether or not the curriculum of the doctoral training programme is complete and whether or not the doctoral student in question has acquired everything in it, with the exception of the defence (in accordance with article 92).

Article 89 – The Progress Report

§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).

The doctoral student, who was imposed a mandatory 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 progress report to the doctoral advisory committee or, in its absence, the supervisor(s). If they enrolled for the doctorate and the doctoral training programme for the first time after 31 May of the ongoing academic year, they are not required to submit a progress report. At a minimum, the first progress report is to contain an action plan for the doctoral research.

The doctoral student, who was imposed a mandatory doctoral training programme, will add a schedule for this doctoral training programme to the first progress report. The set of mandatory regular course units of 18 ECTS credits is scheduled during the running-in period of the doctorate.

§3. Based on the progress report, the doctoral advisory committee or, in its absence, the supervisor(s) formulate(s) an annual report on the doctoral students' progress in their research and, if applicable, their doctoral training programme. This report is to expressly state whether the research offers sufficient doctoral opportunities within a reasonable time span. The report is drawn up on an annual basis and its contents are communicated in a personal conversation with the students. As such, the students are given the opportunity to provide any additional argumentation. 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>). The supplementary faculty regulations may determine any possible modalities to set and follow up on meetings between the doctoral student and the doctoral supervisory committee.

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

§4. 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) report on the progress report in writing. This invariably means that the student in question is allowed to enrol for the following academic year, in accordance with the stipulations of article 90. The report may also include recommendations or requirements concerning the research progress in that year. Both the progress report and the positive feedback are also delivered to the relevant Doctoral School for further follow-up.

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

§5. This paragraph is only applicable if a doctoral advisory committee has been established (see §7 if that is not the case). If the doctoral advisory committee believes that the research does not offer sufficient doctoral opportunities within a reasonable time span, the administrative supervisor responsible will draw up an unfavourable (i.e. negative) report on the progress report in writing. This needs to be substantiated in a report demonstrating that the student in question has been heard and has been given the opportunity to make sufficient research progress. The faculty ombudsperson for doctoral students may attend the meeting of the doctoral advisory committee with the doctoral student as an observer. 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>). The negative report invariably means that the student in question is advised not to enrol for the following academic year. Both the progress report and the negative feedback are also delivered to the relevant Doctoral School for further follow-up. After consulting with the Faculty Doctoral Committee (or, if the Faculty Doctoral Committee has not been composed, the committee that was appointed to this end in the supplementary faculty regulations), the dean of the faculty where the student has enrolled will decide whether or not the student is allowed to enrol, in accordance with the stipulations of article 90.

The dean or Faculty Committee may take the initiative to hear the doctoral student, the supervisor(s) and / or the doctoral advisory committee. The faculty ombudsperson for doctoral students can attend the hearing(s) as an observer. The modalities for the hearing(s) can be laid down in the supplementary faculty regulations.

This decision is taken no later than 90 calendar days after the negative report was filed. At the express request of the doctoral student, this term is extended by a period of 60 calendar days if the dean or the Faculty Committee wishes to hear the doctoral student, but this is not possible within the stipulated term for proven medical reasons. If, after the extension, a hearing is still not possible due to proven medical reasons, the doctoral student may submit a written defence.

The rector communicates this decision to the student in writing within 30 calendar days.

§6. This paragraph is only applicable if a doctoral advisory committee has been established (see §7 if that is not the case). If a supervisor declares that s/he no longer wishes to supervise a doctorate and substantiates this decision when the progress report is being assessed, and the other members of the doctoral advisory committee believe that the research offers sufficient doctoral opportunities within a reasonable time span, the administrative supervisor responsible will draw up an unfavourable (i.e. negative) report on the progress report in writing. This report needs to demonstrate that the research offers sufficient doctoral opportunities within a reasonable time span. Both the progress report and the negative feedback are also delivered to the relevant Doctoral School for further follow-up. The Faculty Doctoral Committee (or, if the Faculty Doctoral Committee has not been composed, the committee that was appointed to this end in the supplementary faculty regulations) will recommend a new supervisor and the Faculty Council will appoint him/her. The doctoral student is allowed to enrol for the doctorate and the doctoral training programme for the following academic year, in accordance with the stipulations in article 84 and 90, under the guidance of the newly appointed supervisor.

§7. If no doctoral advisory committee has been appointed and the supervisor(s) believe(s) that the research does not offer sufficient doctoral opportunities within a reasonable time span, or if the supervisor(s) declare(s) that they no longer wish to supervise the doctorate and substantiate this decision, the administrative supervisor responsible will draw up an unfavourable (i.e. negative) report on the progress report in writing. Both the progress report and the negative feedback are also delivered to the relevant Doctoral School for further follow-up. The Faculty Doctoral Committee (or, if the Faculty Doctoral Committee has not been composed, the committee that was appointed to this end in the supplementary faculty regulations) will investigate this negative feedback and will check if the doctoral student had the opportunity to make sufficient research progress. The doctoral student and the supervisor(s) will have the opportunity to be heard. The faculty ombudsperson for doctoral students may attend the meeting(s) of the competent committee as an observer. 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>). The modalities for the hearing(s) can be laid down in the supplementary faculty regulations.

- If the Faculty Doctoral Committee (or, if the Faculty Doctoral Committee has not been composed, the committee that was appointed to this end in the supplementary faculty regulations) finds that the research does not offer sufficient doctoral opportunities within a reasonable time span, a negative report will be delivered to the dean of the faculty where the student has enrolled within 60 calendar days. S/he will then decide whether or not the student is allowed to enrol, in accordance with the stipulations of article 90. This decision is taken no later than 90 calendar days after the negative report was filed. At the express request of the doctoral student in writing within 30, this term is extended by a period of 60 calendar days if the dean or the Faculty Committee wishes to hear the doctoral student, but this is not possible within the stipulated term for proven medical reasons. If, after the extension, a hearing is still not possible due to proven medical reasons, the doctoral student may submit a written defence. The rector communicates this decision to the student in writing within 30 calendar days.
- If the Faculty Doctoral Committee (or, if the Faculty Doctoral Committee has not been composed, the committee that was appointed to this end in the supplementary faculty regulations) finds that the research does offer sufficient doctoral opportunities within a reasonable time span, a positive report will be delivered to the dean of the faculty where the student has enrolled within 60 calendar days. If applicable, the relevant committee will recommend a new supervisor and the Faculty Council will appoint him/her. The positive report 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 stipulations in article 90, possibly under the guidance of the newly appointed supervisor.

§8. An appeal may be filed against the decision of the dean (cf. §5 and §7) to the Institutional Appeals Committee, as stipulated in article 100.

Article 90 – Re-enrolment for the Doctorate and the Doctoral Training Programme

§1. Doctoral students are required to re-enrol every year within the fixed enrolment period stipulated in article 15 until they have successfully defended their doctoral dissertation, regardless of their type of appointment or funding.

§2. Doctoral students who, in accordance with the stipulations in article 84, 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 progress report and may re-enrol for the following academic year without any additional preconditions.

§3. Doctoral students who have enrolled for the doctorate and the doctoral training programme and who are required to submit a progress report between 1 April and 30 June of the ongoing academic year may enrol if the following conditions have been met:

- the doctoral advisory committee or, in its absence, the supervisor(s) have given positive feedback on the progress report, in accordance with article 89;
- the doctoral student has received written permission to re-enrol from the rector, in accordance with article 89;
- the doctoral student has received permission to re-enrol from the faculty after a new supervisor has been appointed, in accordance with article 89.

§4. Re-enrolment will be refused if the progress report received negative feedback, in accordance with article 89.

§5. Re-enrolment may be refused if the terms of the contract have been breached in case of a joint doctorate.

Article 91: Evaluation of Parts of the Curriculum of the Predoctoral Training Programme and the Doctoral Training Programme

§1. Regular course units

The evaluation and examination methods as laid down and publicized under articles 49, 50 and 51 and 75 apply for all regular course units that are taken as part of the (pre)doctoral training programme and that belong to Bachelor's and Master's programmes, preparatory and linking courses, postgraduate programmes (with the exception of the predoctoral training programmes), and specific teacher training programmes.

§2. Regular course units organized by the Doctoral Schools

Regular course units organized by the Doctoral Schools as part of the doctoral training programme are evaluated with the examination methods and at the evaluation moments that are determined by the lecturers concerned and ratified by the Doctoral School Boards or the collegial body of the directors of the Doctoral Schools when they confirm the relevant course units and course sheets. The students are informed of these evaluation arrangements no later than at the start of the educational activities.

§3. Specialized courses and the doctoral seminars in transferable skills organized by the Doctoral Schools

The specialized courses and the doctoral seminars in transferable skills organized by the Doctoral Schools as part of the doctoral training programme are evaluated with the examination methods and at the evaluation moments that are determined by the lecturers concerned and ratified by the Doctoral School Directors or the collegial body of the directors of the Doctoral Schools at the time of approval. 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 valorize these within the doctoral training programme. Doctoral students are to annually compile an inventory of their activities and, if applicable, submit these to the doctoral advisory committee. They also need to submit a final overview of the research-related activities that are to be taken up in the curriculum to the assessment committee.

§5. Replacement of the examiner

Article 76 applies to the evaluation of parts of the curriculum of the (pre)doctoral training programme.

§6. Image and/or sound recording

Students, observers 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 exam, the provisions of articles 96 and 97 are in place.

§7. Examination mark

The result of the evaluation of each regular course unit, specialist course or research-related activity is expressed in a single examination mark. This examination mark 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 permanent training courses, specific specialized courses or doctoral seminars in transferable skills staged by the Doctoral Schools – 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 institute 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 at <https://www.ugent.be/nl/univgent/waarvoor-staat-ugent/internationalisering/ects.htm>.

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

Doctoral students who, within the framework of the doctoral training programme, are taking specialized courses or doctoral seminars to improve particular skills at a domestic or foreign institute 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 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, the student obtains a credit certificate which complies with the provisions set out in paragraphs 2 and 3 of article 57.

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 specific teacher training programmes.

For regular course units organized by the Doctoral Schools as part of the doctoral training programme, the credit certificates are obtained on the day after the day of the evaluation.

Specialized courses and doctoral seminars in transferable skills staged by the Doctoral Schools 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 organizing Doctoral Schools may award certificates for these courses and seminars.

§9. Observers

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.

Article 92: Assessment of the Doctoral Training Programme

§1. The appraisal of the doctoral training programme occurs in two steps:

1° The appraisal of the completeness of the curriculum and the acquisition of all its units - with the exception of the defence of the doctoral dissertation - is conducted by an assessment committee consisting of the director of the Doctoral School (who will also act as the chair of the assessment committee) where the doctoral student has enrolled and the members of the doctoral advisory committee or, failing any such committee, the supervisor(s). Article 76 §2 applies to this appraisal.

This appraisal occurs prior to the meeting of the Faculty Council, as specified under article 93. To this end, the doctoral student is to provide the chair of the assessment 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 20 working days ahead of the meeting of the Faculty Council concerned.

The recommendation of the assessment committee is sent to the Faculty.

The assessment committee also has the authority to take examination-related disciplinary decisions in accordance with article 97.

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 94) establishes whether the doctoral student meets the requirements to obtain this certificate.

§2. The decisions by the assessment committee and the Examination Board are to be substantiated and included in a report, together with the attendance register of the members of the assessment committee and the Examination Board. These reports are kept on file for 5 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 need to contact the Faculty Student Administration.

§3. Students are notified of the decisions by the assessment committee and the Examination Board in writing within 15 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.

§4. Students may file an appeal against the decision by the assessment committee with the Institutional Appeals Committee, as specified in article 100.

§5. Reconsideration of assessment committee and Examination Board decisions:

If material errors, fraud or irregularities are found after the exam decision has been made, article 65 applies, on the understanding that any rectifications are made by the assessment committee and the Examination Board and that this cannot affect the grade of merit.

Article 93 - Enrolment for the Doctoral Exam and Submission of the Doctoral Dissertation

§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 need to 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.

If the doctoral student was required 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 assessment committee confirming that the doctoral student has complied with this requirement, as specified in article 92. 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 exam and has declared the doctoral dissertation to be admissible, the information on the doctoral exam is sent to the Registrar's Office and the tuition fee is claimed.

A doctoral student is only allowed to take the doctoral examination for a doctorate in engineering or engineering technology if s/he is

- 1. either a first author of at least two A1 publications, both at least need to have been accepted;*
- 2. either a first author of at least one A1 publication, and a shared first author (mentioned in a note with the affiliations) of one A1 publication, both at least need to have been accepted;*
- 3. either a first author of one A1 publication, which at least needs to have been accepted, and a first author of at least four accepted or published C1/P1 publications*
- 4. either a first author of one A1 publication, which at least needs to have been accepted, 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 an article has not yet been published, the doctoral student needs to provide proof that the article has been accepted.

Only in exceptional cases the doctoral student can deviate from the condition of first authorship, namely if s/he provides a well-founded motivation, 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 on 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*

Article 94 - Examination Board for the Doctoral Exam

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

For a joint doctorate with another scientific institute, the Examination Board will be composed by mutual agreement and, subject to approval, its composition will be confirmed by the Faculty Council.

In the report of the Faculty Council, sufficient argumentation is provided for selecting the members of the Examination Board. The following people may act as members of an Examination Board:

- professorial staff members of Ghent University;
- 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 student or his/her supervisor, cannot be a member of the Examination Board. Any relations arising from a legal partnership are hereby considered equivalent to those arising from marriage.

The Examination Board shall consist of at least five and at most eight members who are qualified to vote, including the chair and the secretary. 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 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:

- at least two members who are qualified to vote are not affiliated with the faculty, and one of these two members is not affiliated with Ghent University;
- at least half the members who are qualified to vote are authorized to act as a supervisor for a doctorate at their own organization;
- 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;
However, for a joint doctorate with another scientific institute, this is not necessary, and at least two members of the Examination Board need to be affiliated with Ghent University. At least one of these two members may not have been involved in any way with the realization of the doctoral research.
- not more than half of the members who are qualified to vote are part of the doctoral advisory committee or are co-authors of a publication or patent that is included in the dissertation in full.

In case of an interdisciplinary doctorate the stipulations from the “Besluit van het Bestuurscollege van de Universiteit Gent inzake het toekennen van gecombineerde doctorstitels voor interdisciplinaire doctoraten” will be taken into account when assigning the voting members.

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 fill the chairmanship of the Examination Board. Retired members of the professorial staff who have been authorized to continue certain activities can also be appointed as chair by the dean.

- *academic secretary, director of studies, or former dean;*
- *one or more professorial staff members who will be added to the pool of representatives, at the suggestion of the dean and after approval by the Faculty Council.*

For a joint doctorate with another scientific institute, the chair shall be determined by mutual agreement. If the chair of the Examination Board is taken up by Ghent University, the dean shall be the chair, or a member of professorial staff who acts as his representative (as mentioned above). If part of the examination is held at another institute than that of the chair, the chair may allow a local member of the Examination Board to take his place. However, this member cannot be one of the supervisors and should first be appointed as co-chair by the Faculty Council. A supervisor of the dissertation cannot be appointed as the chairman of the Examination Board.

The Examination Board appoints one of its members who are qualified to vote as the secretary.

The Examination Board is authorized to perform the following tasks:

- testing the candidate's skills and competencies;
- taking examination-related disciplinary decisions in accordance with article 97;
- establishing, on the basis of the report by the assessment committee and on the basis of the doctoral exam result, whether the doctoral student is to be awarded the doctoral training programme certificate.

§2. The Faculty Council affixes the general and specific roles of all members of the Examination Board. Depending on their individual expertise, these roles may be altered. All members of the Examination Board who are qualified to vote contribute to the deliberation of the doctoral exam. 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.

From the members of the Examination Board, the Faculty Council composes a reading committee consisting of at least three and no more than five members. At least one member of the reading committee has to be affiliated with the science faculties at Ghent University and may not have been involved in any way with the realization of the doctoral research. In addition, one other member of the reading committee has to be an external member, not affiliated with UGent. The chair of the Examination Board cannot be a member of the reading committee. The supervisor(s) cannot be (a) member(s) of the reading committee.

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

§3. With the exception of the chair, each member of the Examination Board who is qualified to vote will draw up a written appraisal of the dissertation prior to the doctoral exam. The nature and content of the written appraisal may be altered depending on the specific role of the member in the Examination Board. The written appraisal consists of two parts: (1) the first part is delivered to the student before the first deliberation of the Examination Board on the dissertation 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 some adjustments in the dissertation text).

The first part of the written appraisal drawn up by the members of the reading committee consists of a substantive analysis of the different parts of the dissertation and of a motivated appraisal of the scientific value in comparison with the state-of-the-art in the field of research.

The first part of the written appraisal drawn up by the other members of the Examination Board who are qualified to vote (with the exception of the chair) consists at least of a general appreciation of the dissertation and of the scientific output of the doctoral student.

These written reviews are to be submitted via the faculty web application, no later than two weeks before this first part of the examination. All members of the Examination Board are provided with copies of the reports by the dean's office, as well as the doctoral student, no later than one week before this first part of the examination. Members of the reading committee 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 the dean to take the necessary measures in writing 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:

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

- 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 doctoral dissertation is dispatched to the outside member of the Board, a confidentiality agreement has been concluded with this member or affiliate organization.

The Technology Transfer Office aspires to ensure the legal protection of the research results that can create value prior to the public defence of the doctoral dissertation.

Article 95 - The Doctoral Exam

§1. After the dissertation has been submitted, the faculty will decide if the candidate is admitted to the doctoral exam, in accordance with article 93. The doctoral exam consists of two parts that are each deliberated on and assessed:

- the first deliberation of the Examination Board on the doctoral dissertation
- the public defence of said dissertation

§2. All members of the Examination Board attend the deliberations and evaluations and sign the attendance list. If one or more members are attending through video conferencing, the secretary will take attendance.

If one of the members of the Examination Board is unable to attend, the chairperson of the Examination Board will be notified immediately. At least three-fifths of all members with a vote need to be present in order for any meeting of the Examination Board to be valid.

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

The doctoral student concerned is not allowed to take part of the doctoral examination through video conferencing. Exceptionally, this provision can be deviated from after the rector has allowed it on the basis of a fully substantiated file and if the following cumulative conditions are met:

- the doctoral student is refused entry into Belgian territory and no solution can be found within the set time limits;
- videoconferencing may take place on the premises of a partner university or a Belgian diplomatic office;
- a member of the Examination Board who is affiliated with Ghent University may be present with the doctoral student at the time of the (relevant part of the) doctoral examination that will be conducted by video conference.

Article 96 - The Examination Board's First Assessment of the Doctoral Dissertation

§1. The Examination Board's first assessment of the doctoral exam should take place at least 30 calendar days and no more than 90 calendar days after the appointment of the Examination Board. The latter time limit is suspended by the recess periods (i.e. not by the inter-term recess or by the week from 14/09/2020 through 19/09/2020).

The first part of the doctoral exam may take place at any time in the course of the academic year, except during recess, the inter-term recess and the closing days listed in article 2 §4. With the express permission of the dean, the supervisor, the members of the Examination Board and the doctoral student, it is possible to depart from this rule.

Prior to the first part of the doctoral exam, the Examination Board will deliver the written appraisals 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.

§2. The appraisal of the Examination Board occurs behind closed doors and cannot be recorded by any means of image and/or sound recording, by the student, the observer or third parties. Members of the Examination Board may attend the deliberation/appraisal 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 deliberation and shall appraise the doctoral 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 doctoral exam (including the language that will be used during the hearing of the doctoral student).

§3. The members of the Examination Board who are qualified to vote assess the candidate's skills and competencies and deliberate on the basis of (1) the written reports 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:

- admission to the second part of the examination (public defence of the doctoral dissertation);
The Examination Board may grant the candidate permission to adjust 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. In any case, the final version needs to follow the approved guidelines concerning the implementation of the FEA fixed lay-out for doctoral dissertations (see the FEA website).
- 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;
The Examination Board gives instructions concerning these corrections, and the candidate is to give the Examination Board a new version of the dissertation. A date is set for a new meeting, no later than two and a half months after the first meeting, at which the Examination Board deliberates again, if necessary hears the candidate again) and decides whether the corrections meet their expectations. If this is the case, the candidate's admission to the second part is final. As in case 1, the final version is executed according to the approved guidelines concerning the implementation of the FEA fixed lay-out for doctoral dissertations (see the FEA website). If the corrections do not meet the requirements, the admission to the second part expires.
- no admission to the second part of the examination.

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

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 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 5 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 100.

For a joint doctorate with another scientific institute, the following regulations are in place:

- *if the doctoral examination only consists of one part at the partnering institution, the doctoral examination is still organized in two parts and the first part shall be executed as described above. The second examination part (Art. 88§5) shall take place in the partnering institution;*

- *if the doctoral examination at the partnering institution consists of two parts, the location of the first examination part shall be decided in joint consultation. If the first examination part is taking place at Ghent University, the abovementioned regulations are to be observed. However, if it is organized at the partnering institution, the regulations that apply there shall be respected. The second examination part (Art. 88§5) shall take place at the institution where the first part did not take place.*

For a joint doctorate with another scientific institute, the following regulations are in place with regard to the FEA fixed lay-out for doctoral dissertations (see the FEA website):

- *if the partnering institution does not have a fixed lay-out for doctoral dissertations, FEA standards will be imposed;*
- *if the partnering institution does have a fixed lay-out for doctoral dissertations, the exact implementation is determined in joint consultation. At a minimum, the UGent logo is to be clearly visible on the front page of the dissertation.*

Article 97 - Public Defence of the Doctoral Dissertation

§1. The public defence takes place within 60 calendar days after the first assessment of the dissertation by the Examination Board, subject to the doctoral student's consent to change this date.

The public defence may take place at any time in the course of the academic year, except during recess, the inter-term recess and the closing days listed in article 2 §4. 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 public defence meeting are announced electronically. In order for the public defence of the doctoral 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. If the research results that can create value are not identified until after the appointment of the Examination Board and prior to the public defence of the doctoral dissertation, the Technology Transfer Office addresses a substantiated letter to the chair of the Examination Board, and a copy of this letter to the Dean. In order to prevent the loss of patent rights, the applicable emergency procedures will be instigated in joint consultation with the Technology Transfer Office to obtain a conditional publication of research results that can create value. 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. During the public defence, the doctoral student puts forward an oral and public defence of his/her doctoral dissertation before the Examination Board. The public defence cannot take less than one hour and no 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.

For a joint doctorate with another scientific institute, the regulations of the partnering institution are to be observed if the second examination part is taking place at the partnering institution.

§4. The members of the Examination Board who are qualified to vote deliberate in camera on the examination as a whole, immediately after the public defence session. This appraisal occurs behind closed doors and cannot be recorded by any means of image and/or sound recording, by the student, the observer or third parties. Members of the Examination Board may attend the deliberation/appraisal

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 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 student's favour.

§5. 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 5 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 need to contact the Faculty Student Administration.

§6. 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 95.

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.

§7. After the successful public defence of their doctorate, doctoral students are to provide the university library with a digital copy of their doctoral dissertation. Without detracting from the rights of the author, Ghent University or third parties, the university library will make the doctoral dissertation accessible by way of an open access system.

§8. 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 need to agree to this and no form of limitation and/or confidentiality should have been imposed to protect the research results that can create value.

Article 97bis: Fraud or Irregularities in the Predoctoral Training Programme, the Doctoral Training Programme and the Doctorate

§1. If an evaluator has reason to suspect that a student is committing fraud or irregularities during the evaluation of a regular course unit, a specialist course, 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 doctoral training programme, the evaluator will immediately inform the chair of the assessment committee. If the assessment committee has already taken a decision, the chair of the Examination Board will be notified.

§2. If a mentor/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 mentor/evaluator will immediately inform the Committee for Scientific Integrity.

§3. If, before the dissertation has been submitted, a mentor/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 mentor/evaluator will immediately inform the Committee for Scientific Integrity.

Committing plagiarism is considered a breach of academic integrity. The mentors and members of the Examination Board of the doctorate may test 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 need to 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 assessment committee which 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 5 calendar days before the hearing, the (doctoral) student concerned will be invited by the chair of the relevant Examination Board or assessment committee, in order to be heard by them. The invitation is sent to the (doctoral) student's e-mail 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 measure for exams as stated in §8. The (doctoral) student concerned is allowed to peruse the case file.

A Faculty ombudsperson 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 assessment committee concerned will take cognizance of this and may yet officially deliberate on the case at hand and impose a disciplinary measure for exams.

§7. The Examination Board or assessment committee that is to rule on the fraud or irregularity offence 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 assessment committee concerned (cf. §1).

If the fraud or irregularities relate to a regular course unit, a specialized 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:

- The (doctoral) student's examination result is revised for the examination or the assignment by which the regular course unit from the (pre)doctoral training programme was evaluated, or s/he is given the designation that the specialized course, doctoral seminar in transferable skills or research-related activity concerned has not been obtained within the curriculum of the doctoral training programme.
- The (doctoral) student is given a 'fraud' designation for the regular course unit, the specialized course, the doctoral seminar in transferable skills or the research-related activity concerned from the (pre)doctoral training programme in question.
- 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.
- The (doctoral) student may be excluded from (part of) the evaluations in the resit examination period for the course units concerned.

- The (doctoral) student cannot take part in or be evaluated for other than the above-mentioned units of the doctoral training programme during the current academic year, 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:

- 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.
- 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.
- 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 specialized course, a doctoral seminar in transferable skills or research-related activities from the (pre)doctoral training programme 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 10 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 specialized 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. The disciplinary body for exams communicates the decision to impose an examination-related disciplinary measure, possibly detailing what the measure will entail, to the student in question by registered mail. A copy of this report will then be delivered to the director of the Department of Educational Policy, the director of the Research Department and the Committee on Scientific Integrity.

§12. As long as no examination-related disciplinary decision has been found 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 appeal or a subsequent external appeal fails to be filed in timely fashion or if said external appeal is turned down by the Council

for Disputes on Study Progress Decisions (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 100.

§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.

Article 98: Faculty Ombudspersons

§1. For doctoral students, at least one permanent and one replacement Faculty ombudsperson is appointed by the Faculty Council from the professorial staff, before 1 November of each academic year, on the recommendation of the representation of the assistant academic staff. For the other students, at least one permanent and one replacement Faculty ombudsperson is selected from the Faculty academic staff by the Faculty Council before 1 November of each academic year, on the recommendation of the student representatives.

In the absence of any nominations, the Dean nominates the candidates himself. The replacement Faculty ombudsperson is called in if a permanent Faculty ombudsperson is unexpectedly prevented from assuming these duties or is an involved party.

The Faculty ombudspersons for doctoral students may be identical to those for the other students.

§3. The Faculty ombudsperson needs to be readily accessible during evaluation periods. Even before the deliberations of the Examination Boards, the Faculty ombudsperson is entitled to the relevant information regarding each evaluation for which a complaint has been filed or for which there is a dispute. The Faculty ombudsperson attends the deliberations of the Examination Boards and is given access to the reports of these deliberations at all times.

The Faculty ombudsperson has the right to attend the deliberations of the Examination Boards as an observer and to peruse the reports of those deliberations.

§6. Before 1 November of each year, the Faculty ombudspersons report on their activities to the Faculty Council and, if need be, the Doctoral School(s) with which the Faculty is involved. The Faculty Council is to send this report to the Institutional ombudsperson.

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

Version: August 2016

Status: approved by 'FDOC' and by the faculty council

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 & TechTransfer¹ advisors.

- The regulations concerning valorization of research at Ghent University: <https://www.ugent.be/intranet/nl/reglementen/onderzoek/reglementen/valorisatiereglement.htm>
- Online info and standard UGent contract documents: <https://www.ugent.be/techtransfer/en/support-for-academics/legalssupport.htm>
- 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
- Contact data TechTransfer IP (Intellectual Property) support: octrooien@ugent.be
- Acknowledgements of Confidentiality particularly related to doctoral examinations are also available from the Dean's Office: doctoraat.ea@ugent.be

#	Points of interest and action items	Who
1. Project proposal		
1.1	<p>Drafting and submitting a project proposal</p> <ul style="list-style-type: none"> • Do not mention any confidential information in the title or possible public project summary. • 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). • 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). • 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. 	Supervisor
2. Start of a granted project		
2.1	<p>When the project has been granted</p> <ul style="list-style-type: none"> • 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. • Input of the project in the FRIS research portal (www.researchportal.be): 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 project will not be made public on the FRIS portal, but will be recorded in relevant counts). 	Supervisor

¹ The term ('Valorisatiecel') in the education and examination code ('OER') refers to the UGent Technology Transfer Office.

2.2	<p>Appointing a researcher</p> <ul style="list-style-type: none"> • Through the employment contract with UGent the researcher is bound to the regulations specifying transfer of rights and confidentiality. • Researchers who do not have an employment contract with UGent sign the form 'transfer of rights and confidentiality'. 	Supervisor
3. Carrying out the (doctoral) research project		
3.1	<p>Carrying out research</p> <ul style="list-style-type: none"> • Applicable confidentiality is duly considered (no oral or written statements, unless if it regards already public information or if it is clearly not confidential). • 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. 	Researcher
3.2	<p>Guidance of the research</p> <ul style="list-style-type: none"> • Applicable confidentiality as stated in the project contract is duly considered. • 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. • 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. 	Supervisor
3.3	<p>Annual report through Doctoral School (or similar reports)</p> <ul style="list-style-type: none"> • This is a progress 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 progress report. 	Researcher
3.4	<p>Publications, including publications to be admitted to the doctoral examination</p> <ul style="list-style-type: none"> • Always comply with the contractual obligations on publication procedures (bear it in mind timely, usually there are certain time periods applicable). • Research results as far as covered in a patent application, are easier to make public. 	Researcher Supervisor
4. Submission of the doctoral dissertation & doctoral defence		
4.1	<p>Confidentiality aspects in view of submitting the doctoral dissertation for the faculty council</p> <ul style="list-style-type: none"> • 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. • If aspects of confidentiality are applicable, the following procedures will be followed. 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. 	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"> • Option 0 – No confidentiality applicable • Option 1 – Confidentiality within the framework of a patent procedure <ul style="list-style-type: none"> ▪ 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. ▪ 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. 	Supervisor Researcher

	<ul style="list-style-type: none"> • Option 2 - Confidentiality outside the framework of a patent procedure <ul style="list-style-type: none"> ▪ 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. ▪ 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. • Option 3 – Procedure with embargo date = 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. <p>Confidentiality procedure during the doctoral examination (options 1b, 2b en 3):</p> <ul style="list-style-type: none"> • 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 (doctoraat.ea@ugent.be). • 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. • Only after the signature of all necessary non-disclosure agreements, the reading version may be distributed to the members of the examination board. • In case of option 3 this procedure is also applied for the final version with embargo date. 	
4.3	<p>Submission of the doctoral dissertation to the faculty council</p> <ul style="list-style-type: none"> • 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. • 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. • 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. • The examination board will be explicitly informed by the Dean’s Office about the confidentiality aspects. 	Supervisor Researcher Dean’s Office

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"> • 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). • The reading version of the doctoral dissertation is marked as confidential and is considered in such a way by the jury members/supervisor/researcher. 	<p>Supervisor Researcher Jury members</p>
4.5	<p>Second part of the doctoral examination (public defence) applying confidentiality</p> <ul style="list-style-type: none"> • The procedures normally provide in a public defence and in a publication of the final doctoral dissertation (options 0, 1 and 2). • 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. 	<p>Supervisor Researcher</p>
5. Making public (public defence and publication of the doctoral dissertation)		
5.1	<p>Application for ISBN and hard copy/pdf of the final doctoral dissertation</p> <ul style="list-style-type: none"> • Option 1 or 2. ISBN application can be done. The final doctoral dissertation does no longer contain a first page with confidentiality notice. • 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 <end date embargo>' and is kept in such a way by the jury members/supervisor/researcher/Dean's Office. 	<p>Researcher Dean's Office</p>
5.2	<p>Announcement public defence on FEA and UGent website</p> <ul style="list-style-type: none"> • This is the title and a vulgarising summary (about 200 words). Here there will not be any confidential information mentioned. 	<p>Researcher Dean's Office</p>
5.3	<p>Registration in biblio.ugent.be / library</p> <ul style="list-style-type: none"> • 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 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. • 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. • 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. 	<p>Researcher Supervisor Dean's Office</p>

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
Is there confidentiality applicable?	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	Option 1b	Option 2a	Option 2b	
		A patent procedure is timely applied, enabling to make the information public.	A patent procedure is applied just before PhD submission, so that confidential information will only be protected at the time of the public defence.	Confidential information is limited and can be removed in the reading version and in the final version.	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.	
Part 1 doctoral examination (first assessment of the dissertation by the examination board) 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.
Part 2 doctoral examination (public defence) 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 ('OER' 94§5 and 'OER' 97§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).