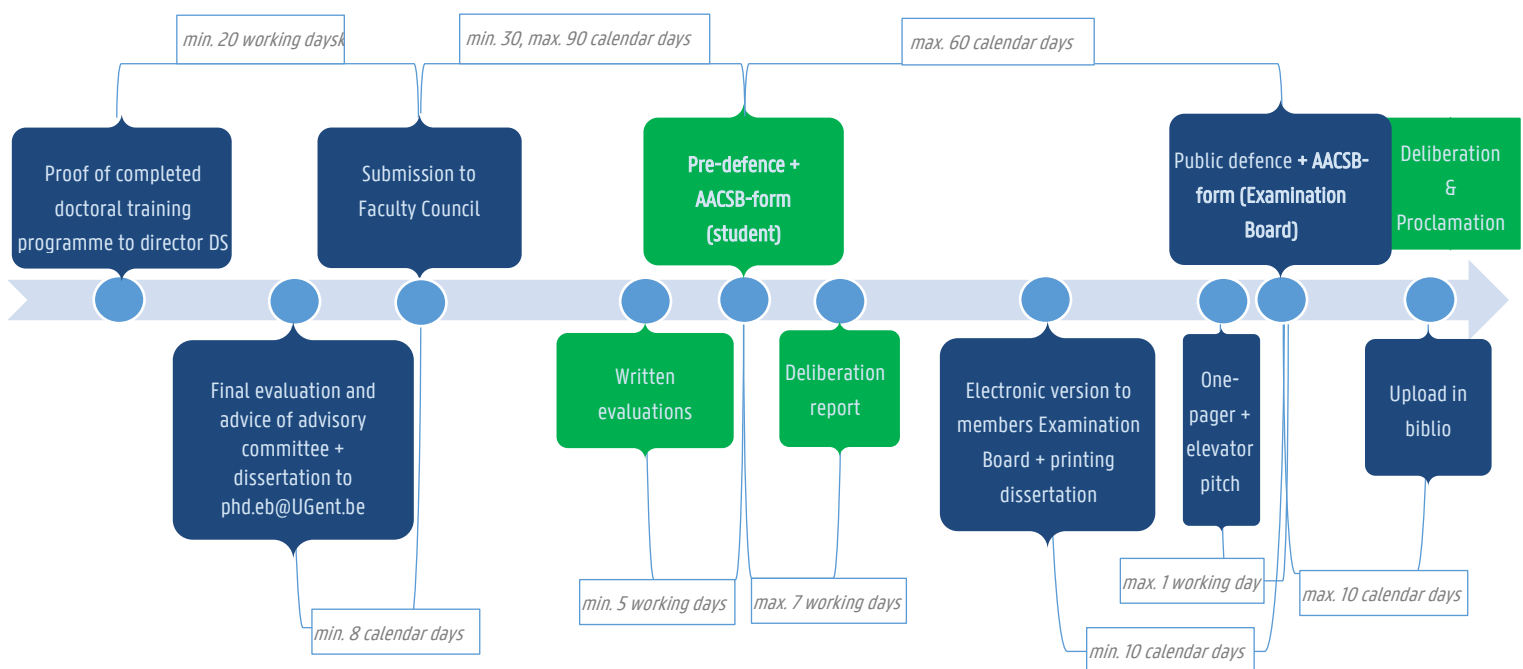


PROCEDURE FOR SITTING THE DOCTORAL EXAMINATION

BASED ON THE PREVAILING EDUCATION AND EXAMINATION CODE AND ON THE ADAPTED FACULTY DOCTORAL REGULATIONS APPROVED BY THE FACULTY COUNCIL

The procedure for sitting the examination to obtain the academic degree of Doctor of Economics, Doctor of Business Economics, Doctor of Public Administration and Management or Doctor of Business Administration at the Faculty of Economics and Business Administration consists of four consecutive steps, which are represented schematically below and will be further discussed in this text.



For joint PhDs, the Education and Examination Code of the institutions involved may differ as far as the composition and duties of the Examination Board are concerned. If this is the case, it is possible to depart from the regulation of Ghent University and from the faculty regulations, as described in the co-operation agreement.

The procedure described in this text applies also to doctoral students who seek a combined degree for an interdisciplinary PhD and who indicate the Faculty of Economics and Business Administration as their main faculty, unless the two faculties involved decided differently. These doctoral students also respect the related decisions of the Executive Board of the University of 29 April 2016.

1 Application for pre-defence and submission of the doctoral dissertation

- 1.1 When the candidate, after consulting with his/her supervisor and the doctoral advisory committee, deems the doctoral dissertation to be finished, he/she will prove to the chair of the Doctoral School that –apart from the defence of the doctoral dissertation– the required programme of the doctoral training programme has been completed (via Oasis, see <http://www.ugent.be/doctoralschools/en/doctoraltraining/yourcurriculum/final-submission.htm>).

Proof should be provided at least 20 working days before the Faculty Council meeting at which the dissertation is submitted. The appraisal committee (= chair of Doctoral School + doctoral advisory committee) will ascertain whether the required doctoral training programme has been completed, and will advise on awarding the certificate of the doctoral training programme.

- 1.2 The doctoral advisory committee will draw up a final report (template available as a Word-file on the faculty's intranet) containing the dissertation's structure, previously established results, the PhD student's contribution to papers or chapters relative to coauthors, and other activities regarding the PhD. The doctoral advisory committee also checks and states whether sufficient attention has been allocated to policy and/or practical implications in a final chapter. They will also clearly state their final evaluation and advice (stating and motivating that the dissertation meets the regular level requirements and that the advisory committee agrees with the submission of the dissertation).

In this final report, the doctoral advisory committee will also formulate a suggestion for the composition of the Examination Board in accordance with the regulations in the Education and Examination Code. The Examination Board consists of at least 5 and at most 8 members, who are qualified to vote, including the chairman and the secretary. The supervisor(s) also take part in the Examination Board, but they will not be qualified to vote; a supervisor can therefore never take up the position of chair or secretary of the Examination Board. 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 of the members who are qualified to vote have a full-time or part-time (temporary) appointment at Ghent University. Not more than half of the members who are qualified to vote are part of the doctoral advisory committee. The majority of voting members of the Examination Board should not be coauthors of papers included in the doctoral dissertation. The doctoral advisory committee indicates the general and specific roles of all members of the Examination Board. These roles can for example be: chairman of the Examination Board (= the dean), secretary of the Examination Board, expert in methodology, expert in application or implementation possibilities, field expert, expert in a subdiscipline of the research. The advice has to be accompanied by a short presentation of all the suggested members including an indication of the most important elements of their CV, their most important publications (maximum 10 lines per member) and their contact information (address and e-mail). Furthermore, the advice should also indicate whether a suggested voting member is entitled to act as supervisor of a PhD within his/her institution. At least half of the members of the Examination Board who are qualified to vote must be entitled as such.

The doctoral advisory committee must send this advice, together with an electronic version of the doctoral dissertation, **at least 8 calendar days prior to the Faculty Council meeting**, to phd.eb@ugent.be. The doctoral advisory committee is requested to simultaneously transfer an informal suggestion as to who could act as delegated chair at the pre-defence. The dean decides who will represent him during the pre-defence.

- 1.3 The supervisor who is administratively responsible will confer **before the Faculty Council meeting** with the dean's secretary to set the date and place of the gathering for the pre-defence and (with reservation) the date of the public defence.
- 1.4 At the Faculty Council meeting, the final report of the doctoral advisory committee will be made available and the Examination Board will be composed -in accordance with the regulations of the Education and Examination Code and the supplementary faculty doctoral regulations- as suggested by the doctoral advisory committee. This also includes an indication of the secretary of the Examination Board (this cannot be a supervisor because the secretary is entitled to vote).

- 1.5 After acceptance of submission by the Faculty Council, the PhD student provides each member of the Examination Board a copy of the dissertation. The members of the Examination Board receive this copy at least four weeks before the pre-defence.

The pre-defence is usually held at the department, while the public defence takes place at more official venues of Ghent University (Aula, het Pand...) or the Faculty. It is advised to already start searching for available locations for the public defence.

The Dean's Office sends the official invitations for the pre-defence. This can be done as soon as the Faculty Council has approved the submission of the dissertation and as soon as the Dean's Office has received all information about the location, date and time of the pre-defence.

2 Pre-defence

- 2.1 The pre-defence takes place **at least 30 calendar days and no more than 90 calendar days after the appointment of the Examination Board** by the Faculty Council and is non-public. The maximum terms are suspended by recess. The pre-defence cannot take place during recess (a.o. inter-term) and Ghent University closing days (see academic calendar), unless the dean, the supervisors, the PhD student and the members of the Examination Board give their explicit consent.

The pre-defence occurs under the chairmanship of the dean or his delegate. The Dean's Office sends the official invitations for the pre-defence. All members of the Examination Board receive this invitation, which includes all necessary instructions.

- 2.2 Prior to the pre-defence, every member of the Examination Board who is qualified to vote (except the chairmain) draws up a written evaluation of the doctoral dissertation. The nature and content of this written evaluation can be differentiated depending on the specific role of the member. This evaluation consists of two parts. The first part has the intention to help the student to prepare the pre-defence. It includes – to best practice – the most important questions and the main comments a member of the Examination Board wants to raise during the pre-defence. It also indicates the main parts of the dissertation that according to the member require revision. Crucial revisions can be set apart from optional revisions. Specific detail remarks do not have to be included in the written evaluation but can be formulated during the pre-defence. Coauthors are not allowed to judge the papers in which they are involved. The second part of the written evaluation is intended only for the Examination Board and contains the member's advice concerning admission to the public defence (possibly on condition of revision or improvement of certain parts). The written evaluations are collected by the secretary of the Examination Board. The secretary sends these collected reports to phd.eb@ugent.be. He/she also sends the first part of these reports to the PhD student, as the OER commands, such that the student can prepare for the pre-defence. This has to take place **at least five working days prior to the first meeting of the Examination Board (pre-defence)**. When a member of the Examination Board does not send his/her report on time, the secretary informs the administratively responsible supervisor. The supervisor will then contact that member and request that he/she sends his/her evaluation.
- 2.3 All members of the Examination Board attend the deliberations and sign the attendance list (the autograph book needs to be reserved in time and collected at the dean's secretariat). In case one or more members attend the deliberation via video conference, the secretary of the Examination Board will note and attest attendances. When a member of the Examination Board is unable to attend the deliberations, this will be communicated to the chair of the Examination Board. The Examination Board can only hold a valid meeting when at least three-fifths of its members are present. Members who participate virtually (video conference, Skype...), are also considered as present.

- 2.4 The pre-defence lasts no more than five hours and takes place in the language in which the dissertation was written. The Examination Board hears the student in the form of question and answer. The doctoral student is not obliged to give a presentation of his/her research results at the beginning of the pre-defence, or before the discussion of every paper or chapter. The doctoral student and his/her supervisor(s) can decide by mutual agreement their preferred approach.

The members of the Examination Board who are qualified to vote test the candidate's knowledge and competences, and deliberate on the basis of (1) the written evaluations drawn up by every voting member and (2) hearing the PhD student.

The deliberation will result in one of the three following statements:

A: Admission to the second part of the examination (public defence of the dissertation). Any suggestions and recommendations for improvement can be formulated by the Examination Board, but those are completely without obligation.

B: Admission to the second part of the examination, after making corrections in the dissertation which are feasible for the PhD student within the term imposed by the Examination Board. The due corrections and conditions to be fulfilled will be listed clearly in the deliberation report. The chair and the supervisor(s) jointly monitor that the doctoral student complies with these requirements.

When the Examination Board requires or expects certain corrections or improvements to be implemented, it is best practice that the deliberation results in statement B. Best practice also is that the doctoral student informs each member of the Examination Board about implemented changes in response to that member's comments and questions.

C: No admission to the second part of the examination.

The voting members of the Examination Board decide with a regular majority of casted votes, not counting abstentions. In the event of a tie after the first ballot, a second ballot will be held; if a tie occurs again, the PhD student will receive a negative decision. The final result of the deliberation will be motivated and included in the deliberation report, together with the attendance list of the members of the Examination Board. The deliberation report is made by the secretary and approved by the Examination Board.

- 2.5 **Immediately after the pre-defence** the doctoral student indicates in the AACSB Doctoral Competences form to what extent he/she has acquired certain competences based on a number of statements and sends it to phd.eb@ugent.be. The form can be found at <https://www.ugent.be/eb/en/information-for-phd-students>.

- 2.6 **Not later than seven working days after the deliberation**, the secretary of the Examination Board sends the approved deliberation report to the student, to the supervisor(s) and to phd.eb@ugent.be. The deliberation report is compiled as stipulated in the OER, but also contains a section regarding the jury members' opinions on the depth and the relevance of the "policy and/or practical implications" that the doctoral student refers to in the last chapter of the thesis (the nature of the doctoral subject must be taken into consideration). The PhD student may file an appeal against the decision pronounced with the Institutional Appeals Committee, as specified in the Education and Examination Code.

The (administratively responsible) supervisor has to settle a date for the public defence in consultation with the secretary of the dean **at the latest seven working days after the deliberation**, if applicable taking into account the time needed for revision.

3 Public defence

- 3.1 The public defence takes place **within 60 calendar days** after this deliberation but cannot take place during recess (a.o. inter-term) and Ghent University closing days (see academic calendar), unless the dean, the supervisor(s), the PhD student and the members of the Examination Board give their explicit consent. The public defence takes place in academic gowns. If a member of the Examination Board has no academic gown at his/her disposal, he or she can borrow one from the faculty (the faculty offers three specimens). Reservations can be made through phd.eb@ugent.be; collecting a specimen happens at the Dean's Office.
- 3.2 The Dean's Office officially invites the members of the Examination Board and sends an invitation to the public defence to all faculty members and to FEB Alumni. This invitation is sent **not later than 4 weeks before the public defence** provided that the PhD student has sent the completed template for the invitation to phd.eb@ugent.be on time, and provided that the approved deliberation report of the pre-defence was delivered to phd.eb@ugent.be. The PhD student finds the template on the intranet of the faculty (in Dutch or English). Invitations to third parties and/or paper invitations are the PhD student's own responsibility. Transport and accommodation of external members of the Examination Board will not be organized nor funded by the faculty.
- 3.3 **At least 10 calendar days prior to the public defence**, the PhD student sends electronically the final version of his/her dissertation to the members of the Examination Board. As is specified in the Education and Examination Code, each doctoral dissertation is to include a Dutch and an English summary.

A template for the cover and the front page of the dissertation and style guidelines for the (order of the) first pages are available on the faculty's intranet.

- 3.4 The doctoral student hands over a one-pager and a short elevator pitch in video format for a non-academic target group to the Dean's Office **at the latest one day before the public defence**.

A manual with all kinds of tips for the popularizing one-pager about your PhD research is available at <https://www.ugent.be/eb/en/information-for-phd-students>. Normally in Dutch, but for international PhD students it is allowed to write it in English. The final deadline to send the one-pager to phd.eb@ugent.be is the day before your public defence.

In addition, the doctoral student is required to record an English-language video in which he/she clearly presents his/her research and the main conclusions. The video lasts 1 to 2 minutes and is understandable for any non-scientific audience. The final deadline for this is the day before your public defence.

To record the elevator pitch, the doctoral student can count on the support of the faculty. The doctoral student needs to contact, preferably immediately after the submission of the dissertation on the Faculty Council, Lies Vermeesch who can help with a substantive coaching and a facilitating role in the recording of the research clip. In concrete terms, the doctoral student provides her with the written text of the video, which she will provide feedback on. In a second step, the doctoral student sends her a dry run, made for example with a smartphone, in which the research is presented. Feedback will also be given on this. In a final step, the doctoral student records the doctoral video in the video clip room of the Faculty of Economics and Business Administration (Campus Tweakerken). Reservations for the video clip room can be made via Hilde Vandecapelle; the key can be picked up at the FSA. Technical support at the start of the recordings can be requested in advance from FEB technicians Bart Verdonck and Peter Voet. The intention is to record the video in one take; of course, multiple attempts are possible. The elevator pitch should be saved on an SSD hard drive (USB sticks will not work) and delivered to the Dean's Office before the public defence. If necessary, an SSD can be loaned from Anneke Van den Sompel.

Manuals for using the video clip room, recording the doctoral video, and for the one-pager can be found at <https://www.ugent.be/eb/en/information-for-phd-students>.

- 3.5 The dissertation is to be ordered and printed via <http://www.universitypress.be> (note: the website is solely in Dutch). Standard options for our faculty are: two-sided, 100 gr/m² white offset FSC, 160 x 240 mm and a varnish coating for the cover. Pages which need to be printed in colour, must be clearly specified (quantity and page number of the pdf file). It must also be specified that it concerns a PhD of the Faculty of Economics and Business Administration. The printing can take up to **five working days**. The PhD student needs to provide a hardcopy for all members of the Examination Board and one hardcopy for the Dean's Office, **at least five working days prior to the public defence**.

At least one working day prior to the public defence, the doctoral student sends the presentation that he/she will give to phd.eb@ugent.be. Each member of the Examination Board will receive a copy through the Dean's Office so they can easily follow the public defence. Furthermore, it has to be confirmed which members of the Examination Board will be present or absent at the public defence, so the Dean's Office can create correct nameplates.

Not later than 10 calendar days after the public defence, the PhD student deposits the final electronic version of his/her doctoral dissertation in the academic library of Ghent University (<https://biblio.ugent.be>). Different options are offered regarding accessibility of the text, depending on the PhD student's preferences and the confidentiality of the dissertation.

- 3.6 oasis.fica@ugent.be will send an invitation for payment of the tuition fee for the defence to the PhD student's e-mail address. It is recommended to check the spam folder in case of an apparent lack of this invitation. As long as this tuition fee has not been paid, no doctoral diploma will be provided. Also, no doctoral diploma will be provided if the doctoral student has not submitted an AACSB Doctoral Competences form, a one-pager and an elevator pitch.
- 3.7 In this second part of the examination, the PhD student will defend the dissertation orally and publicly. The defence will last no less than one hour and no more than two hours. The PhD student will have 20 to 30 minutes time to expound his/her work, followed by a question round by first the members of the Examination Board and finally by the audience.

4. Deliberation and proclamation

- 4.1 The members of the Examination Board who are qualified to vote will deliberate immediately after the public defence on the entirety of the exam, in conclave. They decide with a regular majority of casted votes, not counting abstentions, on awarding the academic degree of doctor. In the event of a tie after the first ballot, a second ballot will be held; if there is another tie, the PhD student will receive a negative decision.

The decision of the voting members of the Examination Board will be motivated and included in a deliberation report, together with the attendance list of the members of the Examination Board. The chair – dean draws up this motivated deliberation report.

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 the Education and Examination Code.

- 4.2 Immediately after the public defence, the Examination Board will assess the competences of the doctoral student based on a number of statements included in the AACSB Competences form and send it to phd.eb@ugent.be. The form can be found at <https://www.ugent.be/eb/en/information-for-phd-students>.
- 4.3 The deliberation is immediately followed by the proclamation. If the PhD student passes, he/she can bear the title of 'doctor'.
- 4.4 The proclamation is followed by a short laudatio, given by the supervisor(s). Then the PhD student may express a word of thanks and invite the public to a reception. The word of thanks may last maximum five minutes. If the PhD student wishes to express a longer word of thanks, this should be done at the reception.

If you still have questions, if something is unclear or if you have suggestions regarding the procedure, please contact Wieland de Caluwe.