

Supplementary faculty regulations governing the doctorate in the faculty of Pharmaceutical Sciences

Situation

The Faculty Board of the faculty of Pharmaceutical Sciences approved these supplementary faculty regulations on September 9th, 2015, October 7th, 2015 and August 17th, 2016. These regulations apply from the start of the academic year 2016-2017 and are to be seen as a supplement to the regulations recorded in the Education and Examination Code of Ghent University (OER).

These supplementary faculty regulations were modified by the Faculty Board of the faculty of Pharmaceutical Sciences on March 18th 2020, and by delegation of power on October 23rd 2020 (due to an incompatibility with the Resolution pertaining to awarding combined doctoral degrees for interdisciplinary doctorates).

Article 1. Guidance of doctoral students

- 1) In accordance with the Education and Examination Code, each student enrolling as a doctoral student for the first time in 2015-2016 or later, has to be coached by two or more people. The faculty of Pharmaceutical Sciences offers two possibilities:
- 2) Appointing a second coach. At the suggestion of the administrative PhD promoter (referred to as “administrative PhD supervisor” in the document “Application for the first enrolment for the Doctorate and the Doctoral Training Programme”), a second coach can be appointed. This coach can be affiliated to Ghent University, to another Belgian university, to one of the strategic research centres established on the initiative of the Flemish government (VIB, IMEC, ...) or to another research institute of the Flemish government (ILVO, VLIZ,...) - and has acquired proven expertise in the field of doctoral research. For substantiated reasons it is possible to depart from this rule, thus allowing that a second coach be appointed belonging to another (possibly foreign) institution. The assignment of the second coach will be presented for approval to the Faculty Board at the moment the decision about the first enrolment is made. If – for whatever reason – the second coach cannot or will not further pursue this task, the administrative PhD promoter will suggest a substitute to the Faculty Board.
- 3) Appointing more than one promoter. At the suggestion of the administrative PhD promoter (referred to as “administrative PhD supervisor” in the document “Application for the first enrolment for the Doctorate and the Doctoral Training Programme”), a second and possibly a third promoter can be appointed. The second and possibly third promoter are required to have a doctoral degree. If a third promoter is appointed, the three promoters need to be affiliated to at least two different research groups. The second and possibly third promoter are registered in Oasis. Appointing a second and possibly third promoter at the time of the first enrolment is not necessarily related to being a promoter when the doctoral dissertation is submitted. When the doctoral dissertation is submitted, these promoters may or may not be confirmed by the Faculty Board, following the advice of the administrative PhD promoter. However, the criteria for promoters mentioned above remain valid when the definitive promoters are appointed.

Article 2. Refusal of re-enrolment

In the faculty of Pharmaceutical Sciences, the Faculty Committee for Scientific Research is responsible for advising the dean about the possibility of re-enrolment after a negative feedback from the promoter. The Faculty Committee for Scientific Research is free to determine ad hoc the

procedure to be followed. In any case, the Faculty Committee for Scientific Research will give the promoter and the doctoral student the opportunity to be heard. The ombudsperson for doctoral students is entitled to attend the meeting in an observer capacity.

Article 3. Composition of the Examination Board for the doctoral exam

- 1) The Examination Board consists of six members who are qualified to vote.
- 2) At least two, and maximum four members who are qualified to vote are not affiliated with the faculty. At least one of these members not affiliated with the faculty is external to Ghent University.
- 3) For each doctoral dissertation, a maximum of three promoters can be proposed. If a third promoter is appointed, the three promoters have to be affiliated with at least two different research groups. The promoter(s) will be added to the Examination Board as members who are not qualified to vote.
- 4) At least five of the members who are qualified to vote are required to have a doctoral degree.
- 5) The Faculty Board appoints a chair and a secretary from amongst the members who are qualified to vote and who are affiliated with the faculty.
- 6) The promoter(s) will present the composition of the Examination Board in writing to the Faculty Board, by means of the "template 2 aanmeldingsformulier" made available by the dean's office. In this letter the promoter solemnly declares that the proposed composition of the Examination Board is in accordance with the relevant stipulations of the Education and Examination Code (OER).

Article 4. Minimum contents of the doctoral dissertation

Besides the individual chapters describing the scientific work conducted, each doctoral dissertation should at least contain a front page, a table of contents, an acknowledgement and/or preface, a list of abbreviations, an introduction, a description of the objectives, a general conclusion and a summary. Furthermore, each doctoral dissertation should contain a separate, prominent chapter entitled "Broader international context, relevance and future perspectives". In this chapter, the doctoral student clarifies the broader international perspective of his/her research, paying particular attention to its economic and/or social relevance/valorization, to the future developments to be expected in the discipline, and to the potential contribution of the research conducted to these developments.

Article 5. The doctoral exam – first deliberation (internal defence) of the doctoral dissertation by the Examination Board

- 1) At least 7 calendar days prior to the first deliberation (internal defence), each member of the Examination Board submits a written appraisal of the dissertation by means of the templates made available by the dean's office. The written appraisal consists of two parts: the first part is delivered to the student and to the chair, the second part is intended for the chair only and includes a recommendation on whether or not the public defence should be allowed.
- 2) At least 3 working days prior to the first deliberation (internal defence), the dean's office will submit the written appraisals of the members of the Examination Board to the doctoral student (i.e. the first part of the appraisal which is intended for the student). Should one or more of these written appraisals fail to be submitted in due time to the doctoral student, the first deliberation (internal defence) is postponed, if requested by the doctoral student.
- 3) The promoter attends the Examination Board meeting but is not entitled to vote and does not take part in the deliberation (i.e. the promoter leaves the room for the deliberation). If more than one promoter was appointed, the promoters have to designate one of them, who will attend the first

deliberation (internal defence). If there is no consensus between the promoters, the Faculty Board decides which promoter will attend the Examination Board meeting.

- 4) During the first deliberation (internal defence) the doctoral student will give a short (max. 15 minutes) explanation about his/her work. After that, the Examination Board will evaluate the doctoral student's skills and competencies.
- 5) The members of the Examination Board who are qualified to vote assess the doctoral student's skills and competencies and deliberate on the basis of the written reports by each of the members who are qualified to vote and the hearing of the doctoral student, in the absence of the promoter.
- 6) The deliberation will result in one of the appraisals below:
 - a) No or only minor adjustments necessary, the doctoral student is admitted to the second part of the examination, i.e. the public defence of the doctoral dissertation (score A);
 - b) The doctoral student is admitted to the second part of the examination, but only after substantial corrections have been made by the doctoral student to his/her doctoral dissertation. A (electronic) version of the revised doctoral dissertation is to be submitted to all members of the Examination Board at least 7 calendar days prior to the date on which the public defence is planned (score B); simultaneously, the doctoral student needs to provide evidence to the dean's office that he/she has indeed submitted his/her revised doctoral dissertation to the Examination Board within the prescribed period of time of 7 calendar days;
 - c) This work is of insufficient quality, the doctoral student is not admitted to the second part of the examination (score C).
- 7) After the deliberation, feedback is given to the candidate and the promoter. During this feedback the Examination Board will clarify what changes (if any) are required before the doctoral student can be admitted to the second part of the examination. In case the Examination Board decides to give the score "C", a detailed written report of the feedback will be drafted and will be sent to the doctoral student and the promoter .
- 8) The total duration of the first deliberation (internal defence) may not exceed 3 hours (deliberation included).

Article 6. The doctoral exam – public defence of the doctoral dissertation

- 1) The public defence should take place at the earliest 14 calendar days after the first deliberation (internal defence), except when permission for a suitable earlier date was granted based on a motivated request to the dean. In the end, it is up to the chair of the Examination Board, in joint consultation with the doctoral student, the promoter and the dean, to assess and decide about the necessary time lapse between the first deliberation (internal defence) and the public defence.
- 2) When a member of the Examination Board does not agree with the adjustments to the doctoral dissertation, he/she shall immediately report this to the chair of the Examination Board. The chair consults (possibly by electronic means) with the other members of the Examination Board, and can decide – at the latest 5 days before the planned date – to suspend the public defence. Such suspension is to be motivated in writing and delivered to the doctoral student, the promoter(s) and the dean. On the initiative of the doctoral student and/or the promoter(s), and via the chair, discussion with the Examination Board is initiated in order to adequately adapt the doctoral dissertation and to set new terms and dates.
- 3) In the second part of the doctoral exam, the doctoral student puts forward an oral and public presentation of his/her doctoral dissertation, accessible to a broad public and taking between 40 and 50 minutes.

- 4) Immediately afterwards, the student explains the broader international perspective of the conducted research, paying explicit attention to the economic and/or social relevance of the research, to anticipated future developments in the concerned discipline and to the potential contribution of his/her research to these developments. This explanation takes 10 to 15 minutes; it is an elaboration of the mandatory chapter in the doctoral dissertation called "Broader international context, relevance and future perspectives". The slides used in this presentation have to be delivered electronically to all members of the Examination Board at least 2 working days prior to the public defence.
- 5) Next, the members of the Examination Board may interact with the doctoral student regarding the statements put forward in the second part of the public defence. This interactive discussion is limited to maximum 20 minutes.

Article 7. Timeline of the doctorate life cycle in the faculty of Pharmaceutical Sciences and available templates

In joint consultation with the dean and the chair of the Faculty Committee for Scientific Research, the dean's office draws up a compulsory timeline of the doctorate life cycle, as well as mandatory templates which must be used throughout the different administrative stages. The timeline and templates are available on the faculty website.

Article 8. Transitional measure

For doctoral students who first enrolled for the doctorate in the academic year 2013-2014 or before, a transitional measure applies for Article 3 , § 3: For each doctoral dissertation, at most three promoters can be proposed. The promoter(s) will be added to the Examination Board as members who are not qualified to vote.

Timeline of the doctorate life cycle in the faculty of Pharmaceutical Sciences

The “Supplementary faculty regulations governing the doctorate in the faculty of Pharmaceutical Sciences” were approved by the Faculty Board of September 9th, 2015; the amended “Supplementary faculty regulations governing the doctorate in the faculty of Pharmaceutical Sciences” were approved by the Faculty Board on October 7th, 2015 and on August 17th, 2016; the amended “Supplementary faculty regulations governing the doctorate in the faculty of Pharmaceutical Sciences” were approved by the Faculty Board on March 18th 2020.

They replace and repeal the “Supplementary faculty regulations governing the doctorate and the doctoral training programme”, approved by the Faculty Board on February 9th, 2011.

1. Introduction

The Board of the faculty of Pharmaceutical Sciences approved the supplementary faculty regulations governing the doctorate on September 9th, 2015, on October 7th, 2015 and on August 17th, 2016. The supplementary faculty regulations governing the doctorate were modified by the Faculty Board of the faculty of Pharmaceutical Sciences on March 18th 2020.

These regulations include specific terms concerning the doctorate in the faculty of Pharmaceutical Sciences. These regulations are to be seen as a supplement to the university-wide regulations comprised in the Education and Examination Code of Ghent University (OER) as well as various Ghent University resolutions and regulations concerning the doctoral training and doctoral exam.

2. Doctoral training

Attending the Ghent University doctoral training programme courses is not imposed by the faculty of Pharmaceutical Sciences.

3. Procedure for the doctoral exam

The procedure to be followed (timing, necessary documents, composition of the Examination Board, evaluation of the doctoral dissertation, first deliberation (internal defence), public defence) is detailed below.

Timing and regulations

Day -8 (or earlier):

The doctoral student goes to the dean’s office,

- 1) Presents the annexed “*template 2 aanmeldingsformulier*” containing the data of the doctorate (title of the doctoral dissertation, promoter(s), degree of doctoral student, implicit consent of the promoter, suggested composition of the Examination Board,

personal details of the proposed members of the Examination Board, status of research results that can create value,...)

- 2) Submits 6 + n + 1 copies of the doctoral dissertation (6 members of the Examination Board who are qualified to vote, n promoters and 1 extra copy for the dean's office).

It is the promoter himself who contacts the Technology Transfer Office (TTO) and requests them to inform the dean about the instructions to be followed concerning research results that can create value.

Day -7:

The dean's office distributes the Faculty Board agenda. The submission of the doctoral dissertation is one of the items on the agenda.

Day 0:

The Faculty Board

- 1) Ensures that all administrative formalities are taken care of (degree, advice present, copies submitted,...)
- 2) Assigns the Examination Board according to art. 3 in the supplementary faculty regulations and of the articles concerned in the Education and Examination Code of Ghent University (OER).
 - a) The Faculty Board appoints a chair and a secretary from amongst the members who are qualified to vote and who are affiliated with the faculty.
 - b) The promoter(s) will present the composition of the Examination Board in writing to the Faculty Board, by means of the "*template 2 aanmeldingsformulier*" made available by the dean's office. In this letter, the promoter solemnly declares that the proposed composition of the Examination Board is in accordance with the relevant stipulations of the Education and Examination Code (OER) and the supplementary faculty regulations governing the doctorate in the faculty of Pharmaceutical Sciences.
- 3) Instructs the dean's office for further processing. In case the Technology Transfer Office (TTO) forwarded a written question to the dean concerning the legal protection of confidential research results, the chair of the Examination Board is requested to take the necessary measures in accordance with the related article(s) in the Education and Examination Code of Ghent University (OER).

Day 1:

The dean's office forwards the copies of the doctoral dissertation and the evaluation forms to the members of the Examination Board, and informs them of the further course of the procedure.

It should be clear that:

- 1) The Examination Board should meet at least 30 calendar days and no more than 90 calendar days after its appointment by the Faculty Board. The promoter suggests a number of possible dates, thus aiming to determine as soon as possible a final date, hour and place for the first deliberation (internal defence).
- 2) All the members of the Examination Board are supposed to be present at the first deliberation (internal defence); when, by way of exception, a member of the Examination

Board is unable to attend the first deliberation (internal defence), this should immediately be reported to the chair of the Examination Board.

- 3) At least 7 calendar days prior to the first deliberation (internal defence), the members of the Examination Board (with the possible exception of the chair) shall forward the completed evaluation forms to the dean's office, i.e. "*template 3 evaluation form (for doctoral student)*" - intended for both the doctoral student and the Examination Board - and "*template 4 evaluation form (for chair)*" – only intended for the members of the Examination Board, see enclosure.

Day 30 to 90:

Duty to provide information to the doctoral student:

At least 3 working days prior to the first deliberation (internal defence), the dean's office will deliver the evaluation forms completed by the members of the Examination Board – i.e. the part intended for the doctoral student – to the doctoral student and to the chair of the Examination Board. Should one or more of these written appraisals fail to be submitted in due time to the doctoral student, the first deliberation (internal defence) is postponed, if requested by the doctoral student.

First deliberation (internal defence)

- 1) The meeting of the Examination Board for the first deliberation (internal defence) occurs behind closed doors. The promoters do not participate in the first deliberation (internal defence), except for one promoter appointed to be present at the first deliberation (internal defence). However, the appointed promoter is not qualified to vote and does not take part in the deliberation.
- 2) Each rightful member of the Examination Board has to sign "*template 7 aanwezigheidslijst eerste beoordeling (besloten verdediging)*". This attendance register is part of the report. If one or more members attend the Examination Board meeting via video conference, the secretary of the Examination Board will register and certify this as an attendance .
- 3) First the chair presents an oral summary of the completed evaluation forms in absence of the doctoral student.
- 4) The doctoral student briefly presents his/her work (approximately 15 minutes). Then follows an elaborate discussion/interpellation.
- 5) The language that will be used during the hearing of the doctoral student is to be determined in advance, in joint consultation between the doctoral student, the promoter and the chair of the Examination Board.
- 6) The members of the Examination Board who are qualified to vote assess the candidate's performance and the members make individual recommendations as to whether the student can be admitted to the public defence. After deliberation, the Examination Board will transform these individual recommendations – in joint consultation, if not by simple majority of the votes - into a general recommendation to be reported in the document "*template 5 report first deliberation (internal defence)*".

The deliberation will result in one of the appraisals below:

- a) No or only minor adjustments necessary, admission to the second part of the examination, i.e. the public defence of the doctoral dissertation (score A);
- b) Admission to the second part, after substantial corrections have been made by the doctoral student to his/her doctoral dissertation. A (electronic) version of the

revised doctoral dissertation is to be submitted to all members of the Examination Board at least 7 calendar days prior to the date on which the public defence is planned (score B); simultaneously, the doctoral student needs to provide evidence to the dean's office that he/she has indeed submitted his/her revised doctoral dissertation to the Examination Board within the prescribed period of time of 7 calendar days;

- c) This work is of insufficient quality, there can be no admission to the second part of the examination (score C). This score is to be extra substantiated in the document "*template 5 report first deliberation (internal defence)*".

If a doctoral student scores insufficiently when questioned about the broader scientific context, a negative report (score C) is advised.

- 7) The final outcome of the deliberation is immediately communicated to the doctoral student by the chair of the Examination Board. The secretary takes down the decision in the document "*template 5 report first deliberation (internal defence)*". This document (clearly and unambiguously mentioning the score assigned by the Examination Board), together with the attendance register (document "*template 7 aanwezigheidslijst eerste beoordeling (besloten verdediging)*") and the individual evaluation forms are to be delivered to the dean's office, ultimately within 5 calendar days after the first deliberation (internal defence) No further notification is given to the doctoral student, except when the Examination Board advises a score C (no admission to the second part of the doctoral exam): in this case the decision is also to be substantiated in writing to the doctoral student and the promoter(s).

When a doctoral student is admitted to the public defence (whether corrections are to be made or not), a date and time for the public defence are set. Except when permission was obtained from the doctoral student for a suitable later date, the public defence should take place within 60 days after admission to the second part of the doctoral exam was granted. Except when permission for a suitable date was obtained from the dean, the public defence should take place at the earliest 14 calendar days after the first deliberation (internal defence).

- 8) The dean's office is instructed by the chair of the Examination Board to deal with the necessary administrative formalities.

Days between admission to the second part of the doctoral exam and the public defence

- 1) The dean's office:
 - a) Announces ad valvas (also to the Doctoral School) the time and location of the public defence meeting and books the location where the public defence will be held;
 - b) Contributes all relevant information to the Registrar's Office of the Department of Educational Policy, to enable the announcement of the doctoral dissertation's public defence by the central administration.
- 2) The central administration:
 - a) Announces the public defence on the Ghent University website;
 - b) Automatically sends the doctoral student a bank transfer form to pay the enrolment.
- 3) The doctoral student:

- a) Pays the enrolment fee for the doctoral exam by means of the bank transfer form;
- b) Delivers a final, printed (if necessary reworked) version of the doctoral dissertation to all members of the Examination Board, before or at the start of the public defence. Besides that, in case of a B-score, the reworked (possibly electronic) version has to be delivered to all members of the Examination Board at least 7 calendar days prior to the public defence.
- c) Delivers to all Examination Board members the slides which will be used for the explanation of the broader international perspective of the conducted research, at least 2 working days prior to the public defence and by electronic means.

Final day

The public defence

- 1) The doctoral student puts forward a relatively long presentation (minimum 40 minutes, maximum 50 minutes) about the conducted research, accessible also to a non-expert public. This presentation is to be followed by an explanation of the broader international perspective of the conducted research, paying explicit attention to the economic and/or social relevance of the research, to anticipated future developments in the discipline concerned and to the potential contribution of his/her research to these developments. This explanation takes 10 to 15 minutes. Next, the members of the Examination Board may interact with the doctoral student regarding the statements made in this second part of the public defence. This interactive discussion is limited to maximum 20 minutes.
- 2) 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, as determined in the Education and Examination Code of Ghent University (OER). The promoter(s) will not participate in the deliberation but they can be heard.
- 3) Immediately after the public defence the chair of the Examination Board publicly announces the appreciation of the Examination Board concerning the contents and the presentation of the work (no degrees).
The appreciation by the Examination Board comprises the extent to which the following criteria have been evaluated:
 - a) Scientific contents and results;
 - b) Answers to the questions asked during the first deliberation (internal defence);
 - c) Presentation of the doctoral dissertation during the public defence;
 - d) Explanation and discussion of the broader international perspective of the conducted research.
- 4) The secretary of the Examination Board provides the document “template 8 aanwezigheidslijst”, duly signed by all the members of the Examination Board. Ultimately within a month following the public defence, the secretary of the Examination Board draws up the final report using the document “template 6 report public defence”. If the academic degree of doctor is not awarded, this decision has to be extra substantiated and communicated in writing to the doctoral student, the promoter(s) and the dean.
After the public defence the doctor receives a PDF with the diploma and the diploma supplement from the Department of Educational Policy (DOWA). DOWA will send the official (paper version) diploma to the Faculty Student Administration by registered internal mail. The doctor can obtain the official diploma from the Faculty Student Administration in principal two days after the date of the public defence.

And finally

After the successful public defence of his/her doctorate, the PhD is to provide the university library with a digital copy of his/her doctoral dissertation. The dean's office verifies that this takes place: the PhD has to advise the dean's office when the uploading is done; if not, the dean's office will send a reminder. 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.