

## Doctoral defence

- 1) To submit your doctoral thesis for defence, your **administrative promotor** must complete the '**submission PhD**' document (in Dutch language) and email it to [PhdGE@ugent.be](mailto:PhdGE@ugent.be):  
[Form submission PhD](#)

The data required for submission are listed here:

[Deadlines submission for defense](#)

- 2) You must submit a **PDF-version** of your doctoral thesis **for the Doctoral Committee meeting**
- 3) **After approval by the Faculty Doctoral Committee**, your appointed chair will make sure that the copy is complete and complies with the instructions for authors:  
[Instructions for authors](#)
- 4) You will then be notified to have a number of bound **copies** of your doctoral thesis printed **by the Faculty Board meeting** for the **members of your examination board** and to send a **PDF version** to [PhdGE@ugent.be](mailto:PhdGE@ugent.be)
- 5) **After the Faculty Board meeting**, the members of the examination board will have **5 weeks to evaluate your doctoral thesis** (not including recess periods). An evaluation will be sent to the doctoral candidate as soon as it is received.

In these 5 weeks you have the time to prepare your popularizing summary. This summary must be sent along with the revised thesis and the answers at least 1 week before the internal defense.

- 6) Once you have received all evaluations from the members of the examination board, you will be allowed sufficient time (min. 1 week - max. 1.5 month) to **revise your thesis and reply to questions**.
- 7) **A date for the internal defence** will be set together **with your chair**, taking into account that the revised version and replies must be sent 1 week prior to that date to [PhdGE@ugent.be](mailto:PhdGE@ugent.be)  
Note: please don't wait too long to contact your chair, because it takes a while to find a suitable date + keep in mind when setting the date of the internal defence that at least 3/5<sup>ths</sup> of the members of the examination board must be present.

### 8) **Internal defence:**

- ◆ The examination board will meet in the absence of the supervisors.
- ◆ The chair of the examination board will go over the evaluation forms and candidate's answers to the written remarks.
- ◆ The doctoral candidate will be invited to give a short presentation of the work (around 5 minutes) and will then be questioned in detail (at least 60 minutes) by the examination board members present on the work as a whole (including on remarks not made previously). Each jury member will be completely free to ask questions. The doctoral candidate must be physically present during the question and answer session.

- ◆ The examination board will deliberate on the answers to the remarks submitted in writing and probing of the candidate's background knowledge during the question and answer session.
- ◆ The results will be made known to the candidate immediately after the meeting. The promotor may be present when the results are announced and can be heard by the examination board.
- ◆ The examination board will authorise printing of the thesis and the public defence based on these results.
- ◆ **A date will be set for the public defence** in agreement with the examination board.  
Note: at least 3/5<sup>ths</sup> of the members must be present and a minimum 2-week period must be respected between the internal and public defences for administrative formalities and to give the candidate the opportunity to make any changes before the thesis is printed. Possible dates should be requested from the members of the examination board before the internal defence.
- ◆ If the candidate is not allowed to hold a public defence, a second closed defence must be held.

9) **For the public defence:**

- ◆ Please provide the following **information** concerning your defence as soon as possible to [PhdGE@ugent.be](mailto:PhdGE@ugent.be): examination board members present, final title, date, time and location of the defence and jury's room. In addition, you deliver the popularizing summary in English to [PhdGE@ugent.be](mailto:PhdGE@ugent.be).
- ◆ You must ensure that you have correctly enrolled for the academic year in which you defend your thesis. This is very important, because otherwise you can't defend public.
- ◆ The professors of the examination board must wear a gown during your public defence. [Toga](#)  
You or your supervisor must provide the gowns. Gowns can be obtained from the Dean's office by contacting Ms Marisa Van De Velde - 09 332 41 90.
- ◆ You or your supervisor must make sure that there is a deliberation room and that it is available on the day of the defence. Contact Ms Marisa Van De Velde for more information if necessary.
- ◆ You must provide a **PhD leaflet** that you can distribute during your public defense, see the following link for the minimum content and layout: [PhD leaflet](#)
- ◆ You have your doctoral thesis **printed**, please use the **Ugent Style Guide** for the cover: [Cover PhD Thesis](#)  
How many copies do you need to print?  
You only need to print copies for your examination committee and your promoters.  
If you will hand out your copies on your defense, you must provide your jury members with a PDF version beforehand.

10) Your defence will be registered and will appear in the **schedule of Ghent University doctoral defences** at least 1 week before your defence.

The faculty will send out an **official invitation** to all professorial staff/ZAP members and to the members of your examination board.

11) You will receive an email for your **payment** by no later than 1 week before your defence, and you will need to make the payment before you will be allowed to defend.

12) **Public defence:**

- ◆ The presentation of the work (maximum 40 min) will consist of a short introduction to put the contents of the thesis into context and to explain the work itself.
- ◆ After this explanation, the candidate will be subjected to questioning by the members of the examination board. The chair will invite the public to ask questions.
- ◆ The presentation and questioning may not last more than a total of 2 hours.
- ◆ After the defence, the examination board will withdraw to another room to deliberate. The supervisors may not be present during the deliberations. The chair will then announce the results of the deliberations to the supervisors to give them the opportunity to make comments.
- ◆ The formal defence will formally end with announcement of the results of the deliberations and the proclamation of the results by the chair of the examination board. The defence will conclude with a word from the chair of the examination board and possibly a word from the candidate's supervisor.

13) After the public defence you upload your thesis in the **UGent Library** via <https://biblio.ugent.be/>

14) You will receive a message that you can come **pick up your diploma** from the Dean's office. Note: you will not receive any diploma until you have completed the payment and uploaded the thesis to the library.