

PHD SUBMISSION FOR DEFENCE ROADMAP

1 PHD SUBMISSION

1. At the Faculty of Medicine and Health Sciences, the doctoral student needs to submit the PhD for defence via [Plato](#). Please consider the [deadlines](#) to submit the PhD for defence.
2. The doctoral student starts the submission process via <https://plato.ge.ugent.be/> using the UGent account. Switch to English at the bottom of the webpage. Please complete the online form 'My PhD'. The doctoral student must be enrolled in the trajectory of 'Doctor of Health Sciences' in order to defend. Even when the public defence takes place in the next academic year, the doctoral student must re-enroll for that academic year.
3. When completing the online form 'My PhD', the faculty regulations must be followed regarding the minimum criteria and the composition of the examination committee (see [Version A](#) and [Version B](#) of the faculty education and examination code for doctoral matters). In advance, the willingness and availability of the chair and members of the examination committee are explored by the supervisor(s) and/or the doctoral student.
 - ✓ When the doctorate is submitted according to publication criteria, the chair is chosen from the [members of the Faculty Doctoral Committee](#) (see [Version A](#) of the faculty doctoral regulations).
 - ✓ When the doctorate is submitted using a PhD research portfolio, the portfolio must also be uploaded via Plato. The Faculty Doctoral Committee requests a final evaluation meeting with the doctoral student, the members of the doctoral guidance committee, and the process supervisor. The report of this evaluation meeting must be sent to PhDGE via email. The PhD research portfolio is also forwarded by PhDGE to the examination committee (see [Version B](#) of the faculty doctoral regulations).
4. At the Faculty of Medicine and Health Sciences, it is no longer necessary to submit the [Doctoral School curriculum](#) for final evaluation. Each doctoral student receives the Doctoral Training Certificate from Ghent University after successfully defending the PhD dissertation, regardless of the number of courses that were (or were not) completed.

5. A final version of the PhD dissertation must be uploaded in Plato before the Doctoral Committee meeting (see [deadlines for PhD submission](#)). Please consider the [instructions for authors](#) to guarantee the completeness and conformity of the PhD dissertation.
6. If a positive advise is given by the Doctoral Committee, the PhD dissertation will be sent to the chair of your examination committee. He or she will check the PhD dissertation regarding completeness and conformity. Only if the chair provides comments, can a revised final version of the doctoral dissertation be uploaded in Plato before the Faculty Council meeting (see [deadlines for PhD submission](#)).
7. If a positive advise is given by the Faculty Board, the members of the examination committee will be formally invited to evaluate the PhD dissertation. They have 5 weeks to provide the evaluation (recess periods not included). The doctoral student will receive a message as soon as an evaluation has been uploaded in Plato.
8. During these 5 weeks, the doctoral student can comply a [PhD leaflet](#). Together with the reworked PhD dissertation and answers, the PhD leaflet must be submitted 1 week before the internal defence the latest. Please consider the [PhD leaflet instructions for authors](#).
9. In consultation with the chair of the examination committee, a date for the internal (and possibly public) defence is sought. After the formal appointment of the examination committee by the Faculty Council, a Doodle can be sent to the examination committee members by the doctoral student and/or the supervisor.
10. After receiving all evaluations from the members of the examination committee, the doctoral student will be given sufficient time (min. 1 week – max. 5 weeks) to revise the dissertation and formulate answers.
11. At least 4 members of the examination committee must be present at the defence for it to be considered valid. Please send all information (date, time, location and set-up) at the latest two weeks before the defence to PhDGE via e-mail. Ensure that the location is properly reserved (via [TimeEdit](#)). Two weeks before the internal defence, an invitation will be sent from PhDGE to the members of the examination committee.
12. One week before the internal defence, the following documents will be formally sent from PhDGE to the members of the examination committee:
 - ✓ The reworked PhD dissertation (1 PDF – changes marked in color)
 - ✓ The answers to the questions (1 PDF for all evaluations)
 - ✓ The PhD leaflet (1 PDF)
 - ✓ The evaluation forms of the jury members (added by PhDGE)

2 INTERNAL DEFENCE

13. A hybrid set-up is allowed for the internal defence. However, the doctoral student and chair of the examination committee must be present in person. It is recommended to test the hybrid setup in advance.
14. The examination committee meets in the absence of the supervisors.
15. The chair of the examination committee reviews the evaluation forms and the doctoral student's answers to the written comments.
16. The doctoral student is then invited to give a short presentation of the work by means of a presentation (approximately 5 minutes). Subsequently, the doctoral student is extensively (minimum 1 hour) questioned by the members of the examination committee about the work. Questions can also be asked about comments that have not been given beforehand. Each member of the examination committee is free to ask questions.
17. The examination committee deliberates on the answers to the written questions/comments and the (background) knowledge of the doctoral student during the defence.
18. The result of the internal defence is communicated to the doctoral student immediately after deliberation. The supervisors may be present at the announcement of the result and may be heard by the members of the examination committee.
19. Based on the result, the examination committee may or may not approve the printing of the thesis and the organization of the public defence.
20. In consultation with the chair of the examination committee, a date for the public defence will be set. Please note that at least 4 members of the examination committee must be present at the defence for it to be considered valid. At least two weeks between the internal and public defence are necessary in order to respect administrative procedures and to give the doctoral student the opportunity to correctly implement any changes before proceeding with the printing of the PhD dissertation. Possible dates for the public defence are best requested from the members of the examination committee before the internal defence (cfr. supra).
21. If the doctoral student is not admitted to the public defence, a second internal defence must be organized.

3 PUBLIC DEFENCE

22. Prior to the public defence, the doctoral student submits the final version of the data management plan (DMP) [as requested by the Doctoral School](#).
23. The doctoral student and the members of the examination committee must be present in person during the public defence. If the doctoral student still wishes to have a hybrid set-up for the examination committee, a motivation is needed. Living abroad is not a valid reason for a hybrid setup for the examination committee.
24. A hybrid setup for the general public (i.e. live stream via MS Teams) is possible.
25. Reserve a suitable room for the public defence well in advance. Rooms at Ghent University must be booked through [TimeEdit](#) (Booking > Doctoral defence). Ensure that there is a deliberation room nearby and inform the chair of the examination committee. If necessary, information can be requested from Marisa Van de Velde via PhdGE.
26. Provide the following information to PhDGE@UGent.be at least two weeks before the public defence: date and time of the defence, location, 'Meet the Expert' program in pdf (if applicable, see below), MS Teams link for streaming (not required), presence of the members of the examination committee and possibly a personal invitation. In addition, the final version of the PhD leaflet is provided (1 PDF). The PhD leaflet will be linked to the formal invitation and the university's agenda and will appear on the faculty's website after the public defence.

Based on the information provided:

- ✓ an official invitation (possibly with MS Teams link) will be sent to all ZAP members of the faculty;
 - ✓ an official invitation will be sent to the members of the examination committee, supervisors and doctoral student;
 - ✓ the defence will be uploaded into the university's public agenda;
 - ✓ a protocol for the public defence will be sent to the chair.
27. Once the defence has been added to the university's public agenda, a payment request will be sent from Doctoraat@UGent.be to the doctoral student's Ghent University email address.
 28. The PhD dissertation is printed in a limited number of copies (for the members of the examination committee, the supervisors and the doctoral student – see UGent style for [the cover page](#)). Although the choice for a printing company is free, Ghent University has a good relationship with the printing company [University Press](#). At least 5 working days before the public defence, a PDF of the final version of the PhD dissertation is provided to the members of the examination committee by the doctoral student.

29. At the time of the public defence, the PhD leaflet can be distributed to the public.
30. The professors of the examination committee wear a robe during the public defence. The doctoral student and/or supervisor makes sure that the robes are available. Gowns can be borrowed at the Dean's Office from PhDGE@UGent.be.
31. The Doctoral School provides financial support up to 1200 euros for doctoral defences with an international member of the examination committee. The funding can be used for the travel and accommodation costs, provided that an activity is organized by the research group. The activity is open to researchers from other research groups at Ghent University.

More information regarding 'Meet the Expert': [Meet the Expert application form](#)

32. The presentation of the work consists of a short introduction to give the context of the PhD dissertation and an explanation of the work itself (maximum 40 minutes). After the presentation, the doctoral student is questioned by the members of the examination committee. Questions from the public are encouraged by the chair of the examination committee. Together, the performance and questioning last a maximum of 2 hours.
33. After the defence, the examination committee withdraws for the deliberation. The deliberation takes place in the absence of the supervisors. The decision of the deliberation can be communicated by the chair to the promoters for possible comments. The public defence formally ends with the announcement of the result of the deliberation and proclamation by the chair of the examination committee. Finally, the chair of the examination committee closes the defence. The supervisor(s) congratulate the new doctor. The doctor can read aloud the acknowledgements / 'thank you note' included in the PhD dissertation.
34. The public defence is usually concluded with a reception. The choice of catering and reception format is free. For inspiration, Ghent University has compiled a list of [sustainable caterers](#).
35. After the public defence, the PhD dissertation must be uploaded in [UGent Biblio](#). Please be aware that this version should not contain any sensitive personal data, such as mobile phone numbers, email addresses, or home addresses (e.g., in the CV), in accordance with GDPR regulations.
36. If the diploma could not be awarded at the public defence, PhDGE will contact the doctor to collect the diploma from the Dean's Office (provided payment has been made and the PhD dissertation has been uploaded into UGent Biblio).