

DOCTORAL DEGREE AT THE
FACULTY OF ARTS AND
PHILOSOPHY

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*[Disclaimer: this brochure is for information purposes only.
In the case of discrepancies, only the relevant regulations shall apply.]*

Online version? <http://www.ugent.be/lw/nl/onderzoek/doctoreren/>

English version? <http://www.ugent.be/lw/en/research/doctoraldegree/>

1 GENERAL INTRODUCTION

1.1 Why get a doctoral degree?

A doctorate constitutes a milestone in the doctoral student's career. The doctoral title is an important requirement for those who aspire to a long-term academic career at a university, and is a special asset for those who wish to work in a different - scientific or non-scientific - environment.

Doctorates are also useful outside the academic world: with the doctorate you will have learned to sharpen your critical reflexes, do a presentation, report orally and in writing (in several languages), process scientific information, define and solve problems, work independently but also in (an international) group, ... these are all assets that are also relevant outside the academic world.

The university, the faculty, its study programmes, its departments and its research groups consider doctorates to be a special form of research valorisation, which is also acknowledged by the Flemish government. The funding of Flemish universities by the Flemish government is partly calculated on the basis of the number of doctorates that have been awarded.

1.2 Arts and Philosophy as host institution

The faculty is the host institution for young researchers who are looking for a PhD supervisor in the vast discipline of human sciences. The faculty professors have significant experience in supervising doctoral research. For interdisciplinary projects, suitable co-supervisors can be found, both inside and outside this faculty. Colleagues of other Belgian or foreign universities may also act as co-supervisor.

Doctoral Schools offer students a framework during their doctoral studies and provide an extensive training programme that prepares them for their career prospects related or unrelated to the academic world.

1.3 Possible doctoral degrees

The faculty only awards doctoral degrees after the submission and successful public defence of a dissertation, in which you demonstrate that you can answer a scientific question within one or more of the following disciplines adequately. The dissertation can be original or can be based on your own published articles (or some articles that are still to be published) in academic journals.

The following doctoral degrees can be obtained at the faculty:

- Doctor of Philosophy
- Doctor of Moral Sciences
- Doctor of Linguistics
- Doctor of Literary Studies
- Doctor of Linguistics and Literature
- Doctor of Translation Studies
- Doctor of History
- Doctor of Art Science
- Doctor of Archaeology

- Doctor of Comparative Science of Cultures
- Doctor of Oriental Languages and Cultures
- Doctor of East European Languages and Cultures
- Doctor of African Languages and Cultures
- Doctor of Arts: Visual Arts
- Doctor of Arts: Audiovisual Arts
- Doctor of Arts: Music
- Doctor of Arts: Drama
- Doctor of American Studies
- Doctor of Gender and Diversity Studies

Interdisciplinary doctorates. Since 2016-2017, doctoral students may also choose an interdisciplinary doctorate. It involves a combination of two or more existing Ghent University doctoral degrees. The combined doctoral degree takes place under the joint supervision of two or more Ghent University supervisors who belong to different fields.

Joint doctorates / Joint PhD. Doctoral students can also carry out part of their research at Ghent University and another part at another university. Ghent University allows doctorates to be jointly awarded with other universities. This may take the form of a joint doctorate or a double doctorate (joint degree or double degree).

1.4 Doctorate procedure

Before you start your doctorate, you will need an administrative supervisor responsible, a research topic and the permission to enrol for a doctorate granted by the faculty.

- You are to submit a [request](#) to obtain a doctoral degree via the Faculty Council. The request concerns the intended discipline, the language in which the dissertation will be written, the topic, the supervisor(s), the doctoral advisory committee (DBC), the Doctoral School, the decision whether or not the doctoral student is obliged to follow a doctoral training programme (and if appropriate, the contents), etc.
- When you have been granted permission by the Faculty Council, you need to [officially enrol](#) for the doctorate and for the doctoral training programme. This enrolment needs to be renewed every year.

Then the actual research begins. You will be coached by your supervisor(s) and your doctoral advisory committee (DBC). You may also follow extra training.

- [Supervisor](#)
- [Doctoral advisory committee \(DBC\)](#)
- [As a doctoral student, you are to write an annual progress report](#)
- [Doctoral training programme](#)

If you wish to submit your dissertation, your dissertation will obviously need to be ready, but you will also need to comply with the additional publication condition and to have the recommendation of your doctoral advisory committee (DBC).

- [Dissertation ready for submission](#)
- [Additional publication condition](#)
- [Recommendation of the doctoral advisory committee \(DBC\)](#)

Afterwards, you may officially 'submit' the dissertation to the Faculty Council. By doing so, you declare that you are ready for your dissertation to be assessed.

- When you submit your dissertation, the Faculty Council will compose an Examination Board and will set a date for the first deliberation.
- The first part of the doctoral examination is the first deliberation of the Examination Board behind closed doors.
- The second part of the doctoral examination is the public defence. Prior to this, you need to register the dissertation in [Biblio](#) (Ghent University Academic Bibliography) and upload it.

After the successful public defence of the doctorate, you will obtain the doctoral title and the doctoral degree. Those who have completed a full doctoral training programme will be awarded a certificate.

1.5 Supervisors

All doctoral students are assigned one administrative supervisor responsible. The supervisor acts as the main contact during the period of the doctorate, and he/she will coach you during the doctoral activities. Your supervisor is affiliated with the faculty of Arts and Philosophy or, if sufficiently substantiated, with another Ghent University faculty. This supervisor is to be a professorial staff member (ZAP). He/She may also be a visiting professor with a research assignment at Ghent University or a retired professorial staff member who has been granted permission to continue his/her paid educational activities at Ghent University. In addition to the administrative supervisor responsible, one or more supervisors who are affiliated or unaffiliated with Ghent University (for example, emeriti and postdoctoral researchers) may be appointed.

- Doctorate in the Arts. You are assigned one Ghent University supervisor and one supervisor of the School of Arts of University College Ghent. The Ghent University supervisor is the administrative supervisor responsible. It is necessary to have a positive recommendation of the School of Arts of University College Ghent before the Faculty Council can give its approval about the appointment of the supervisors. Email this recommendation to the Faculty Student Administration (FSA – fsa.lw@ugent.be).

1.6 Doctoral advisory committee (DBC)

All doctoral students are also assigned a doctoral advisory committee (DBC). This committee does not assess and evaluate you, but supervises and supports you throughout your doctoral activities. The doctoral advisory committee (DBC) consists of three to five members, including the supervisor(s). At least one member is an expert from outside the department of the supervisors, and preferably an outside expert unrelated to Ghent University.

If none of the supervisors are a member of the study programme in which the doctorate is intended, at least one member of this study programme will chair in the doctoral advisory committee (DBC).

- Doctorate in the Arts. If the Ghent University supervisor is not a member of the faculty of Arts and Philosophy, at least one member of the faculty of Arts and Philosophy will sit in the doctoral advisory committee (DBC). Moreover, the committee also has an external artist with specific expertise in the field of the intended doctorate. It is necessary to have a positive recommendation

of the School of Arts of University College Ghent before the Faculty Council can give its approval about the appointment of the doctoral advisory committee (DBC). Email this recommendation to the Faculty Student Administration (FSA – fsa.lw@ugent.be).

The administrative supervisor responsible will ask the doctoral advisory committee (DBC) to convene at least once a year. This can be done electronically. As a doctoral student, you may also convene the doctoral advisory committee (DBC).

1.7 Examination Board

Upon completion of the doctoral process, the Examination Board shall appraise your doctoral dissertation. After the dissertation has been submitted, the Faculty Council will assign an Examination Board. 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. The 'reading committee' ('leescommissie') consists of three to five voting members. These members are assigned on the basis of their special expertise pertaining to the dissertation. One or two voting members will be 'rapporteurs' and will be nominated by the study programme relating to the doctorate. Supervisors can be added to the Examination Board, but they will never be qualified to vote.

1.8 Psychosocial welfare at work

If you are a new staff member at the faculty, you will be assigned a buddy who will tell you more about the workings of the faculty and the department. In case of problems or questions, you can also contact your colleagues.

The faculty also has three trusted representatives who you can confide in when you encounter certain problems. Trusted representatives are the faculty's first point of contact for all staff members who are confronted with psychosocial problems, such as stress, burnout, collaboration or communication problems, conflicts and undesirable behaviour at work. They will lend staff a sympathetic ear and provide them with information about possible solutions.

In the event of disputes during the doctoral process, doctoral students may speak to two faculty ombudspersons for doctoral students. The institutional ombudsperson may mediate in this procedure, if necessary.

A good relationship between supervisors and doctoral students is essential. The 'charter for doctoral students and supervisors' lists the good practices that the doctoral students and supervisors can expect from each other.

– More information and contact details can be found on the faculty website.

2 REGISTRATION AND ENROLMENT

2.1 Key dates

- Submission of the application for the first enrolment for the doctorate: finalisation 10 calendar days prior to the [Faculty Council meeting](#) in which the application will be decided on;
- Re-enrolment and final enrolment: within the annual enrolment period;
- Request to revise your enrolment: 10 calendar days prior to the Faculty Council meeting in which the request to revise will be decided on.

2.2 First enrolment

First, it is necessary to be awarded admission to the first enrolment for the doctorate by the faculty. Holders of a Belgian or international master's degree follow the same procedure.

Your administrative supervisor responsible (or proxy) will start the procedure via Oasis (<https://oasis.ugent.be>). You will receive an email after your supervisor has entered all the necessary information about the doctorate (topic, supervisors, type of funding, etc.). You are to check this data and add any additional information.

After all the information and documents have been added to Oasis, your supervisor will submit the electronic application to the faculty. The Faculty Student Administration (FSA) will present your application to the Faculty Council. The Faculty Student Administration (FSA) or Central Student Administration (CSA) will communicate the decision afterwards.

The deadline for completing your application in Oasis is no later than 10 calendar days before the Faculty Council. The [Faculty Board meeting dates](#) can be found on the faculty website. On the basis of the submitted documents, the Faculty Council will formulate a positive or negative recommendation about your application for the doctorate.

Doctorate in the Arts. With this type of doctorate, please note that the Faculty Council can only decide about an application for first enrolment if the School of Arts of University College Ghent has given its recommendation. Email this recommendation to the Faculty Student Administration (FSA – fsa.lw@ugent.be) and state who will act as the artist within the doctoral advisory committee (DBC).

If you wish to enrol for a joint PhD, you need to follow a number of additional guidelines. You can read the full procedure [here](#).

If you wish to enrol for an interdisciplinary doctorate, you need to follow a number of additional guidelines. You can read the full procedure [here](#).

If the recommendation is positive, you will receive an email detailing how to complete your enrolment after the Faculty Council meeting. If you were not enrolled at Ghent University in the academic year before you enrolled as a doctoral student, you need to visit the Central Student Administration (CSA, ufo building, Sint-Pietersnieuwstraat 33, 9000 Ghent) in person.

If the recommendation is positive, holders of an international degree will receive a Letter of Admission detailing how to complete the enrolment.

If the recommendation is negative, you will need to make the necessary adjustments. If applicable, your application will be dealt with at the next Faculty Council meeting.

The recommendation of the Faculty Council may make the doctoral training programme mandatory.

Upon first enrolment, you need to pay half of the [regular tuition fee](#).

2.3 Annual re-enrolment

You are required to re-enrol every academic year until you have successfully defended your doctoral dissertation. This requirement applies to all doctoral students, regardless of their type of appointment and funding.

Please note: based on the recommendation of the members of your doctoral advisory committee (DBC), your administrative supervisor responsible is to draw up a favourable report on the progress report before you are allowed to re-enrol.

- After consulting with the Special Doctoral Committee, the dean will decide whether or not the doctoral student is allowed to enrol for the following academic year in case of an unfavourable report. This decision is taken no later than 90 calendar days.
- If a supervisor declares that he/she no longer wishes to supervise a doctorate, and if the research may be completed within a reasonable time span, the administrative supervisor responsible will draw up an unfavourable report. In this case, the Special Doctoral Committee will request information from the members of the doctoral advisory committee (DBC). It will recommend a new supervisor and the Faculty Council will decide whether or not to appoint him/her.

The annual re-enrolment is free and takes place within the regular period of enrolment (every year from 15 June and before 1 October). Outside this period you must comply with the regulations for late enrolment.

2.4 Final enrolment

Students are also required to enrol in the year in which they will defend their dissertation. They can only enrol for the doctoral examination if they are enrolled as a doctoral student at that time. Students need to be enrolled for the current academic year at the time of their public defence. During the last period of enrolment, you need to pay the [remaining tuition fee](#). You will receive a payment notification after you have been granted permission to defend your dissertation in public. Please ensure rapid payment: this will increase your chances that you will immediately receive your doctoral certificate after the successful public defence of your dissertation.

2.5 Making changes to your enrolment

It is possible that you will sometimes need to make changes to your enrolment (changes to the intended doctoral title or the language in which the dissertation will be written, replacement of the supervisor, etc.). Any changes to the details of your enrolment need to be officially registered.

Regarding changes to the intended doctoral title within the same faculty, you need to contact the [Central Student Administration](#). If the intended doctoral title is offered at a different faculty, you need to follow the procedure of 'first enrolment' again. Your administrative supervisor responsible will indicate in Oasis that you were already enrolled as a doctoral student.

Changes to the supervisor, the doctoral advisory committee (DBC), the language in which the dissertation will be written, the topic or research topic. Please fill in the [application form Changes](#). You need to deliver this form to the Faculty Student Administration (FSA) via fsa.lw@ugent.be (at least 10 calendar days prior to the Faculty Board). The FSA will present the changes to the Faculty Council.

Requests to changes may be submitted at any time, with the exception of:

- Requests to change the doctoral title in order to obtain an interdisciplinary doctorate, which need to be submitted two years after the first enrolment at the latest.
- Requests to change the research topic, which need to be submitted at least two months before submitting the dissertation.

Following the Faculty Council's decision, the Faculty Student Administration (FSA) or Central Student Administration (CSA) will contact you via email.

Doctorate in the Arts. The Faculty Council can only decide about an application to change the enrolment if the School of Arts of University College Ghent has given its recommendation. Email this recommendation to the Faculty Student Administration (FSA – fsa.lw@ugent.be).

3 SUBMISSION AND ASSESSMENT OF THE DOCTORAL DISSERTATION

3.1 Key dates

- Submission of the doctoral dissertation:
10 calendar days prior to the decision of the [Faculty Council](#) regarding the approval and composition of the Examination Board
- Written appraisals:
at least 7 working days prior to the first part of the doctoral exam, the Examination Board experts will send their written appraisals to the Faculty Student Administration (FSA), who will deliver these appraisals to the doctoral student at least 4 working days prior to the first part of the doctoral exam.
- First assessment of the doctoral exam:
at least 30 calendar days and no more than 90 calendar days after the Faculty Council (please

note: if a Christmas recess, Easter recess or summer recess is scheduled within these time limits, these time limits may be extended with the duration of the recess)

- Public defence:
at least 5 calendar days and no more than 60 calendar days after the first assessment

3.2 Submission of the doctoral dissertation

Before the appraisal, doctoral students are to officially submit their doctoral dissertation to the Faculty Council. The Faculty Council determines whether or not the submission will be accepted and will assign an Examination Board that will appraise the dissertation. The submission is preceded by a recommendation by the members of your doctoral advisory committee (DBC) and you need to meet the [additional publication conditions](#).

- Further information for the [doctoral student](#)
- Further information for the [administrative supervisor responsible](#)
- Joint PhD. For a joint doctorate, the regulations of the university where the dissertation will be defended are in place. Please note: even if the public defence does not take place at Ghent University, the dissertation is to be submitted to the Faculty Council of Arts and Philosophy before the start of the doctoral examination.

3.3 First deliberation on the doctoral dissertation

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. The (three, four or five) members who were appointed because of their special expertise concerning the dissertation (the 'reading committee'), will appraise the dissertation in full and will spend extra attention to the chapters that are in keeping with their expertise. In addition, one or two voting members (the 'rapporteurs') appointed by the study programme report briefly, based on the expert reports. If two voting members have been appointed by the study programme, they will compile a joint report.

At least seven working days prior to the first part of the doctoral exam, the Examination Board will send all the written appraisals electronically to the Faculty Student Administration and the chair. The report of the 'rapporteur(s)' needs to be send at least four working days prior to the first part of the doctoral exam to the Faculty Student Administration and the chair.

At least four working days prior to the Examination Board meeting, the Faculty Student Administration (FSA) will deliver the written appraisals of the members of the Examination Board to the doctoral student and all the Examination Board members. If one or more reports are not delivered on time, the first meeting may be postponed at the doctoral student's request.

The first assessment of the dissertation 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: if a Christmas recess, Easter recess or summer recess is scheduled within the time limit, the time limit may be extended with the duration of the recess.

The appraisal of the Examination Board occurs behind closed doors. 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 deliberation occurs in three steps, of which the doctoral student only needs to attend the second step:

- The Examination Board members analyse and discuss the written reports drawn up.
- The Examination Board hears the doctoral student. The assessment takes place in Dutch or English, unless otherwise determined by the Faculty Council. All Examination Board members need to be acquainted with the used language. The Examination Board members and the doctoral student discuss the content of the dissertation.
- The members of the Examination Board who are qualified to vote 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.

In order to deliberate legitimately, at least three fifths of the Examination Board members who are qualified to vote must be present, whether or not via video conference. During the entire appraisal, the Examination Board members need to be at least available by telephone. The deliberation decisions of the Examination Board are to be substantiated and recorded in a concise report by the secretary. After its approval by the Examination Board, the deliberation report is communicated to the doctoral student and the supervisors.

The deliberation will result in one of the appraisals below:

- Admission to the second part of the examination, after which a date for the public defence will be agreed upon. The Examination Board may request the doctoral student to make some small corrections.
- Admission to the second part, following corrections to the dissertation. The Examination Board will see to it that this revision is feasible within a reasonable time span determined by the Board. The Examination Board will also suggest a date for the public defence.
- No admission to the second part of the examination.

In the second case, the doctoral student needs to resubmit his/her dissertation within the period imposed. He/She needs to add a covering letter detailing how and where the requested corrections have been performed (or why certain corrections have not been performed). If the requested corrections do not meet the standards, the Examination Board may yet decide to deny the student access to the second part of the doctoral examination.

In the third case, the doctoral student, in joint consultation with his/her supervisor(s), may decide to continue his/her research and he/she may resubmit a reworked dissertation at a later stage. In this case, the procedure for submitting the dissertation needs to be repeated.

3.4 Public defence of the dissertation (second part of the examination)

During the second part of the examination, the doctoral student puts forward an oral and public defence of his/her doctoral dissertation before the Examination Board. The public defence takes one to two hours. The session starts with a short presentation by the doctoral student. Next, the members of the Examination Board are given the opportunity to each ask one or more questions. The public defence takes place in Dutch or English, unless otherwise determined by the Faculty Council.

The precise date of the public defence cannot be fixed until after the Examination Board has taken a deliberation decision about the first part of the doctoral examination. The public defence shall take place no sooner than five calendar days after this deliberation and within 60 calendar days after this decision. Exceptions to the period of 60 calendar days can be made if the doctoral student agrees to this. In order to deliberate legitimately, at least three fifths of the Examination Board members who are qualified to vote must be present, whether or not via video conference.

If the Examination Board takes a positive decision after the public defence, one of the supervisors may hold a laudatio for the doctoral student and his/her dissertation.

4 SPECIFIC POINTS OF SPECIAL INTEREST

4.1 Data Management Plan and Ethical Approval

[From 2020-2021 onwards] Doctoral students put together a data management plan (DMP) at the start of their research, and need to submit this plan no later than six months after their enrolment for the doctorate in the manner requested by the administration. The DMP needs to be drawn up based on one of the templates that are offered via DMPonline.be; the drawing up of a DMP is preferably also done via this tool. Doctoral students who have to put together a DMP for an external funder, can submit the same DMP. Doctoral students have a duty to keep their DMP up to date. The doctoral advisory committee makes sure of this. Prior to the public defence, doctoral students submit the final version of their data management plan (DMP) in the manner requested by the administration.

In specific cases, your research requires prior ethics approval. A faculty [ethics committee](#) establishes whether your research is conducted in accordance with the ethical rules and the existing legislation.

More information about the DMP and the ethics committee can be found on the [faculty's intranet](#).

4.2 Doctoral training programme

When registering for the doctorate, all doctoral students are automatically (additionally, but free) enrolled for the doctoral training programme. This means that doctoral students can enrol for the study programme organised by the Doctoral Schools. Ghent University has five Doctoral Schools, including the Doctoral School of Arts, Humanities and Law.

After his/her successful public defence of the dissertation, the doctoral student who – at his/her own initiative or not – passed the doctoral training programme will also receive a certificate of the doctoral training programme. The actual content of the doctoral training programme is determined at the doctoral student's request and in joint consultation with the doctoral advisory committee (DBC).

The study programme of the Doctoral Schools has a wide range of course units aimed at developing and broadening knowledge. Course units aimed at developing knowledge are intended to provide more in-depth knowledge about your research field. Course units aimed at broadening your knowledge help you to develop other competencies, which you will need outside the academic world.

You have considerable freedom to determine the course units you want to follow and the skills you want to (further) develop through the study programme.

- However, actually following and completing the doctoral training programme is not compulsory for doctoral students who have a master's degree that belongs to the field of study of the intended doctorate.
- For other doctoral students, following and successfully completing a doctoral training programme may be made mandatory. This is done upon the first enrolment of the doctoral student. The Examination Board of the relevant field of study will decide if the doctoral training programme is to be mandatory and may determine the curriculum of this possibly mandatory doctoral training programme.
- Doctoral students preparing a doctorate in the Arts who hold a master's degree in the Arts must complete a doctoral training programme before they may be allowed to submit their dissertation. This doctoral training programme consists of 1 specialist course (recognised by the Doctoral School, except language courses), 1 *transferable skills* course (recognised by the Doctoral School), 1 presentation (oral or poster) at a national or international conference, and 1 (accepted) peer reviewed publication (article or chapter in a book).

Generally, course units that you follow as part of the doctoral training programme, and that are offered by the Doctoral Schools or are part of the regular Ghent University programmes, are free. Students who are enrolled for the doctorate may also have their tuition fee reimbursed via the Doctoral Schools for no more than four courses that are organised by third parties, and this for an amount up to EUR 500 per programme.

More information about the doctoral training programme can be found on the website of the [Doctoral Schools](#).

4.3 Language of the doctorate

Doctoral dissertations are to be written in Dutch or in English. However, after a substantiated request from the doctoral student, permission may be granted by the faculty for the dissertation to be written in another language (or other languages). 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, unless the student is exempted from such an obligation pursuant to the Ghent University general Education and Examination Code (OER, article 10).

Each doctoral dissertation is to include a Dutch and English summary between 300 and maximum 500 words, written in an accessible language and without jargon. When you upload your dissertation, you also need to add this summary to Biblio under 'abstract'.

Subject to permission or obligation from the faculty stating the contrary, the doctoral examination (first deliberation and public defence) takes place in Dutch or English.

4.4 Additional publication condition

The faculty follows the rule that dissertations are only taken into consideration for submission if the doctoral student has at least one peer reviewed publication (article or chapter in a book). Prior to the submission of the dissertation, the publication should be uploaded to [Biblio](#) (Ghent University Academic Bibliography).

- Joint PhD. For joint doctorates, the arrangements of the university where the dissertation will be defended apply.
- Own resources. Doctoral students who have financed the writing of their doctorate exclusively with their own resources and who can certify this with a sworn declaration of the supervisor and the student in question, are exempted from the additional publication condition.

4.5 Article-based doctorate

A dissertation based on articles in academic journals must meet the following criteria:

- there need to be at least four submitted peer reviewed publications (articles or chapters in a book). Two of these publications need to be published or formally accepted for publication. It is the responsibility of the doctoral advisory committee to safeguard the quality of the publications;
- the doctoral student should be the author with the greatest contribution to at least three such publications; a *collaborative agreement* that the co-authors have concluded shows the scope of the input (see [model](#));
- the compiled contributions should show clear consistency in terms of contents;
- the compiled contributions should be preceded by an introduction that elaborates on the problem and the structure of the dissertation, the methodology and the importance of the research in a clear and conclusive manner;
- the compiled contributions should be followed by a conclusion that provides an answer to the research questions raised in a consistent manner;
- the doctoral student should support its contributions by research data that are to be updated right up until the moment of the promotion. If applicable, the research hypothesis and conclusions are also to be amended in light of this update.

The conclusion that a submitted dissertation meets each of these criteria, does not detract in any way from the autonomous authority of the Examination Board to decide on the merit of the dissertation.

4.6 Doctorate in the Arts

A doctorate in the Arts may be composed of various elements. The doctorate consists of both artistic work and a text, so this type of doctorate may also be accompanied by art books, DVDs, CDs, portfolios, theatre performances, exhibitions, etc.

4.7 Interdisciplinary doctorate

At its meeting on 29 April 2016, the Executive Board approved the resolution pertaining to awarding combined doctoral degrees for interdisciplinary doctorates. Students may obtain 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 this case, a main faculty will be indicated, in joint consultation with the supervisors and (if applicable) faculties involved. As a rule, the doctoral regulations of the main faculty will prevail.

At the faculty of Arts and Philosophy, the Scientific Research Committee (CWO) will assess the interdisciplinary nature upon application to enrol for this type of doctorate.

The Scientific Research Committee (CWO) uses three criteria to assess this:

- the two disciplines and expertise that are combined, differ considerably;
- the contribution of expertise, knowledge and methodologies from each discipline is substantial and absolutely necessary to successfully carry out the research proposal;
- results: the insights that are acquired when the student carries out the research proposal, lead to new scientific insights in both disciplines or in an expansion of knowledge in a new (emerging) discipline.

The Examination Board which is composed interdisciplinary for this doctorate, will assess the interdisciplinary nature of the dissertation.

- [More information](#) / [Regulations](#)

4.8 Joint doctorate

A joint doctorate allows several universities to jointly award a doctoral degree to a doctoral student. For instance, doctoral students may carry out part of their research at Ghent University and another part at another university. This may take the form of an actual joint degree or a double degree.

For this type of doctorates, a co-operation agreement will be concluded between the universities involved and will list all regulations concerning the organisation, the joint supervision, the examination, etc.

For joint doctorates, the Education and Examination Codes 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 Ghent University regulations. In the case of a collaboration with another Flemish university, the supervisors are part of the non-voting members of the Examination Board.

- [More information](#)

5 ROLES

5.1 My role as doctoral student

- First and foremost, you are responsible for the thorough execution of your doctoral research, with a view to producing a dissertation.
- Every year, you are required to (re-)enrol as a doctoral student, even in the academic year in which you are to submit and, if applicable, defend your doctorate. Your enrolment may be refused if you receive negative feedback on your progress report (see below) or if you have breached the

terms of the contract in case of a joint doctorate. You only need to pay the [tuition fee](#) at the time of the first and last enrolment.

- Once you are enrolled, you can register for study programmes organised by the Doctoral Schools. If applicable, you will discuss the individual curriculum of your doctoral training programme with your doctoral advisory committee (DBC).
- You put together your Data Management Plan (DMP) and you make sure that (if necessary) you dispose of your ethical approval. You keep your Data Management Plan (DMP) up to date.
- A good relationship between you and your supervisor(s) is important. Possible guidelines can be found in the 'charter for doctoral students and supervisors'.
- You will report regularly, at your own initiative or when requested, on the progress in your research to the doctoral advisory committee (DBC) and/or your supervisor(s) and (between 1 April and 30 June) you are to submit an annual report to the doctoral advisory committee (DBC). Based on the progress report, the doctoral advisory committee (DBC) will formulate a report on your doctoral activities. In case of a favourable (i.e. positive) report, you are invited to re-enrol for the following academic year. In case of an unfavourable (i.e. negative) report, you cannot re-enrol or you cannot re-enrol immediately before additional talks have been held. If you enrol for the first time for the doctorate and the doctoral training programme after 31 May, you are not required to submit a progress report and you may re-enrol for the following academic year without any additional preconditions. At a minimum, your first progress report is to contain an action plan for the doctoral research.
- Make sure you comply with the [additional publication condition](#) in a timely fashion.
- If you have finished your dissertation and if you wish to submit your dissertation to the Faculty Council, you will need a recommendation from the doctoral advisory committee (DBC). To this end, your supervisor will take the initiative.
- If you want a certificate upon the successful completion of a doctoral training programme, you need to complete your curriculum in Oasis by adding the course unit 'doctoraatsverdediging' (code: X000003). By doing so, you inform the Doctoral School that you are submitting your dissertation. The Doctoral School will then assess whether you may be awarded the certificate. Do this 20 working days ahead of the meeting of the Faculty Council at which you will submit your dissertation.
- You are to submit your doctoral dissertation to the Faculty Council:
 - No later than 10 calendar days before the Faculty Council meeting, you need to provide the following information to the Faculty Student Administration (FSA) via fsa.lw@ugent.be: (1) the date of the Faculty Council meeting at which you will submit your dissertation, the title of the dissertation, the name of the (administrative) supervisor (responsible) and the discipline of the doctorate; (2) a list of your [publications and lectures](#) (exported from [Biblio](#), the Ghent University Academic Bibliography). If the dissertation is based on articles, indicate on the publication list which articles have been included in the dissertation. Please note that all your accepted publications need to be uploaded to Biblio. If the publications are not yet visible on the site, add a screenshot of Biblio that proves that you have uploaded the publications. Publications which have not yet been accepted, cannot be uploaded to Biblio yet. For these publications, proof of submission needs to be provided.
 - You need to verify in Oasis whether you are enrolled for the current academic year and the correct discipline.
 - You finalise your dissertation and add a summary in Dutch and English (300 to max. 500 words), which is written in an accessible language and without jargon. You print the required number of copies of the dissertation. The Faculty Student Administration (FSA) will

communicate how many copies you will need to submit. If you want the Faculty Student Administration (FSA) to send a copy to the supervisor(s), you also need to submit these extra copies.

- You need to submit the electronic version (via [filesender](#)) and the required number of paper versions of your dissertation to the Faculty Student Administration (FSA), no later than the day before the Faculty Council meeting at 16:00.
- Joint PhD. For a joint doctorate, you are also to submit the dissertation prior to the Faculty Council meeting of the faculty of Arts and Philosophy at Ghent University. This needs to be done before the start of the doctoral examination. If you are defending a joint doctorate at Ghent University, you are bound to comply with the Ghent University regulations and the stipulations specified in the co-operation agreement.
- When the Faculty Council has declared the doctoral dissertation to be admissible, the Faculty Council will assign the Examination Board and will confirm the date for the first deliberation. The Faculty Student Administration (FSA) will communicate the time, date and place of the first deliberation.
- You prepare the doctoral examination and you attend the first deliberation on the dissertation. At least four working days prior to the first deliberation on the dissertation, the Faculty Student Administration (FSA) will deliver the written appraisals drawn up by the Examination Board members. You can use these appraisals to prepare. During the first deliberation (that occurs behind closed doors), the Examination Board members and you will have a substantive discussion.
- Depending on the result of the first deliberation by the Examination Board, you are to adjust the contents of the dissertation and/or to prepare for the public defence of said dissertation. Following the first deliberation, a time, date and place for the public defence will be determined with you. If you are asked to make corrections to the dissertation, you need to resubmit your dissertation within the period imposed. You need to add a document detailing how and where the requested corrections have been performed (or why certain corrections have not been performed).
- Together with your supervisor, you are responsible for the practical aspects of organising the public defence.
- After you have been admitted to the public defence of the dissertation, you are kindly invited to pay the [remaining tuition fee](#). Please ensure rapid payment: this will increase your chances that you will immediately receive your doctoral certificate after the successful public defence of your dissertation.
- At least two calendar days prior to the public defence, you will need to upload the final version of the dissertation to [Biblio](#) (Ghent University Academic Bibliography). At the same time, you add a Dutch and English summary (under 'abstract', each between 300 and max. 500 words).
- During the public defence, you start with a short presentation of your doctoral research, which lasts no more than 20 minutes. Next, the members of the Examination Board will ask you one or more questions.
- If required, a paper version of the dissertation can be submitted to the members of the Examination Board.
- The examination decision is publicly announced immediately after the deliberation. Ghent University does not grant grades of merit within the context of a doctorate, nor does it 'congratulate' the student. You pass or you do not pass.
- After obtaining your doctoral title you receive the diploma, a beret and a gift from the faculty.

5.2 My role as administrative supervisor responsible

- As the supervisor, you are responsible for the support, follow-up and appraisal of the doctoral student throughout the entire study and research period. Possible agreements for a good collaboration can be found in the 'charter for doctoral students and supervisors'.
- You are part of the doctoral advisory committee (DBC). The doctoral advisory committee (DBC) decides the individual curriculum of the doctoral training programme. It does so in joint consultation with the doctoral student. You should take into account the stipulations pertaining to the compulsory doctoral training programme. As a doctoral advisory committee (DBC) member, you are also 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.
- Based on the progress report, the doctoral advisory committee (DBC) formulates an annual report on the doctoral students' progress in their research and their doctoral training programme. As the administrative supervisor responsible, you will collect the comments and suggestions of the other members of the doctoral advisory committee (DBC), and you will process this information into a global report which will be delivered via Oasis to the Doctoral School of the doctoral student. This report is to expressly state whether the research offers sufficient doctoral opportunities within a reasonable time span. The doctoral advisory committee (DBC) makes sure that the contents of the report are communicated in a personal conversation with the student. As such, the student is given the opportunity to provide any additional argumentation. The doctoral student will receive the recommendation of the doctoral advisory committee (DBC) from the Doctoral School.
 - If the doctoral advisory committee (DBC) believes that the research offers sufficient doctoral opportunities, you will draw up a favourable (i.e. positive) report on the progress report in writing. This means that the student in question is allowed to enrol for the following academic year. The report may also include recommendations or requirements.
 - If the doctoral advisory committee (DBC) believes that the research does not offer sufficient doctoral opportunities, you will draw up an unfavourable (i.e. negative) report on the progress report in writing. You need to substantiate this in a report demonstrating that the student in question has been heard and has been given the opportunity to make sufficient research progress. After consulting with the Special Doctoral Committee, the dean will then decide whether or not the student is allowed to enrol.
 - If a supervisor declares that s/he no longer wishes to supervise a doctorate, and the other members of the doctoral advisory committee (DBC) believe that the research offers sufficient doctoral opportunities within a reasonable time span, you will draw up an unfavourable report on the progress report in writing. This report needs to demonstrate that the research offers sufficient doctoral opportunities. The Special Doctoral Committee will recommend a new supervisor and the Faculty Council will appoint him/her.
- The doctoral advisory committee (DBC) will formulate a recommendation on submitting the dissertation with the Faculty Council. Ask the members of the doctoral advisory committee (DBC) to send their recommendations to you and to the Faculty Student Administration (FSA) via fsa.lw@ugent.be.
- If the student is ready to submit the dissertation, you need to send an email to the Faculty Student Administration (FSA) via fsa.lw@ugent.be no later than 10 calendar days prior to the Faculty Council at which the dissertation will be submitted. Please attach the completed form submission doctorate to the email. The faculty website lists the permanent chairs of the doctoral Examination Board. If the fixed chair of the Examination Board is not available or if s/he does not belong to the

- Examination Board, then a chair from the aforementioned list needs to be elected. In exceptional circumstances, this list can be deviated from after the dean has given his/her permission.
- Together with the doctoral student and in consultation with the chair and members of the Examination Board, you propose the date for the first deliberation. In doing so, you need to take into account the availability of all parties and the requirement that the experts of the Examination Board (the 'reading committee') need to deliver their written report to the Faculty Student Administration (FSA) via fsa.lw@ugent.be at least seven working days prior to the first part of the doctoral exam.
 - Together with the doctoral student, you are responsible for the practical aspects of organising the first deliberation of the Examination Board and the public defence (also see part 6).
 - You are not a voting member of the Examination Board. However, the Faculty Council may grant you permission to act as a non-voting member of the Examination Board. In this case, you may also attend the first deliberation of the Examination Board and the public defence as an observer.
 - Laudatio. If the Examination Board takes a positive decision after the public defence, one of the supervisors may hold a laudatio for the doctoral student and his/her dissertation.
 - Doctoral bonus. Do not forget to apply for the doctoral bonus afterwards. [More information](#).

5.3 My role as co-supervisor

- As co-supervisor, you are responsible for the support, follow-up and appraisal of the doctoral student throughout the entire study and research period. Possible agreements for a good collaboration can be found in the 'charter for doctoral students and supervisors'.
- You are part of the doctoral advisory committee (DBC).
 - The doctoral advisory committee (DBC) decides the individual curriculum of the doctoral training programme. It does so in joint consultation with the doctoral student. You should take into account the stipulations pertaining to the compulsory doctoral training programme. The doctoral advisory committee (DBC) members are also 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.
 - Based on the progress report, the doctoral advisory committee (DBC) formulates an annual report on the doctoral students' progress in their research and their doctoral training programme: as co-supervisor, you will deliver your comments and suggestions to the administrative supervisor responsible who will process this information into a global report which will be delivered to the Doctoral School of the doctoral student. The doctoral student will receive the report from the Doctoral School. This report is to expressly state whether the research offers sufficient doctoral opportunities within a reasonable time span. The doctoral advisory committee (DBC) makes sure that the contents of the report are communicated in a personal conversation with the student. As such, the student is given the opportunity to provide any additional argumentation.
 - The doctoral advisory committee (DBC) will formulate a recommendation on submitting the dissertation with the Faculty Council. You need to deliver your recommendation to the administrative supervisor responsible and - via fsa.lw@ugent.be - to the Faculty Student Administration (FSA).
- You are not a voting member of the Examination Board. However, the Faculty Council may grant you permission to act as a non-voting member of the Examination Board.

5.4 My role as member of the doctoral advisory committee (DBC)

- As a member of the doctoral advisory committee (DBC), you are responsible for the support and follow-up of the doctoral student throughout the entire study and research period.
- The doctoral advisory committee (DBC) decides the individual curriculum of the doctoral training programme. It does so in joint consultation with the doctoral student. You should take into account the stipulations pertaining to the compulsory doctoral training programme. The doctoral advisory committee (DBC) members are also 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.
- Based on the progress report, the doctoral advisory committee (DBC) formulates an annual report on the doctoral students' progress in their research and their doctoral training programme: as a member of the doctoral advisory committee (DBC), you will deliver your comments and suggestions to the administrative supervisor responsible who will process this information into a global report which will be delivered to the Doctoral School of the doctoral student. The doctoral student will receive the report from the Doctoral School. This report is to expressly state whether the research offers sufficient doctoral opportunities within a reasonable time span. The doctoral advisory committee (DBC) makes sure that the contents of the report are communicated in a personal conversation with the student. As such, the student is given the opportunity to provide any additional argumentation.
- The doctoral advisory committee (DBC) will formulate a recommendation on submitting the dissertation with the Faculty Council. You need to deliver your recommendation to the administrative supervisor responsible and - via fsa.lw@ugent.be - to the Faculty Student Administration (FSA).
- As a member of the doctoral advisory committee (DBC), you are not a member of the Examination Board, unless you have been explicitly appointed as a voting member of the Examination Board by the Faculty Council. This only applies to experts, and not to the chair or the rapporteur.

5.5 My role as expert in the Examination Board

- As a member of the Examination Board, you are responsible for the appraisal of the dissertation of the doctoral student. The Examination Board shall consist of five to eight members who are qualified to vote, including the chair, three to five experts (including you) who form the 'reading committee', and one or two study programme representatives who are called 'rapporteurs'. The supervisors of the dissertation are welcome to attend the sessions of the Examination Board, but they will not be qualified to vote. (One of) the study programme representative(s) will be assigned as secretary. As soon as the Examination Board has been composed by the Faculty Council, the chair of the Examination Board and/or the Faculty Student Administration (FSA) will act as your contact person.
- With the exception of the chair, each voting member of the Examination Board will draw up a written appraisal of the dissertation prior to the doctoral exam. You will appraise the dissertation in full and spend extra attention to the chapters that are in close keeping with your expertise. The report of an expert usually counts approximately 1,500 words and is written in the language in which the doctoral examination will take place, i.e. in English or in Dutch. If the dissertation has another language as its subject, it is possible to depart from this rule. It is important that all parties involved in the examination understand the language(s) used. The written appraisal states a

number of positive and negative elements about the dissertation (e.g. about the bibliography, the methodology, the analysis, the discussion, the conclusion, the use of source material), as well as a number of possible points of special interest for the doctoral student. At least seven working days prior to the first session, you need to deliver the report to the Faculty Student Administration (FSA) via fsa.lw@ugent.be. The FSA will deliver all the reports to the doctoral student.

- The doctoral exam consists of two separate sessions that are each deliberated on and assessed: (1) the (closed) first deliberation of the Examination Board on the doctoral dissertation, and (2) the public defence of said dissertation.
- As a member of the Examination Board, you need to attend the two sessions of the Examination Board. If you are unable to attend a meeting, you immediately need to notify the chair of the Examination Board. If needed, you may attend the meeting through video conferencing.
- During the first session, the Examination Board members assess the doctoral student's skills and competencies by means of a conversation. The Examination Board members and the doctoral student have a substantive discussion. Subsequently, the members deliberate on the basis of (1) the written reports and (2) the hearing of the doctoral student. The deliberation will result in one of the appraisals below:
 - *The default option:* "Admission to the second part (public defence)"; possibly in combination with the request to make some small corrections.
 - *The option if a number of bigger problems arise:* "Admission to the second part, following corrections to the dissertation."
 - *The option if serious problems that are not easily solved arise:* "No admission to the second part of the examination."

The members of the Examination Board decide by simple majority of the votes, abstentions not taken into consideration. If a second voting round again results in a tie, the decision will not be in the student's favour, in accordance with the Education and Examination Code at Ghent University. The secretary is to substantiate and include the outcome of this deliberation round in a deliberation report, together with the attendance register.

- The second session (public defence) takes place within 60 calendar days after the first session (the precise date is fixed in joint consultation after the Examination Board has taken a deliberation decision during the first part of the doctoral examination). During the second session, which takes one to two hours, the doctoral student puts forward an oral and public defence of his/her doctoral dissertation before the Examination Board. The session starts with a short presentation by the doctoral student, which lasts no more than 20 minutes. Next, each member of the Examination Board is given the opportunity to ask one or more questions. The session takes place in Dutch or English, unless otherwise established.
- Whether the (authorised) Examination Board members should wear a gown during the public defence or not, is usually a decision taken by the doctoral student. If necessary, the faculty can put at the student's disposal a gown in the colours of the faculty.
- The Examination Board deliberates in camera on the examination as a whole, immediately after the public defence. The Examination Board members decide by simple majority of the votes, abstentions not taken into consideration, whether or not the academic degree of doctor is to be awarded. If a second voting round again results in a tie, the decision will not be in the student's favour. The secretary is to substantiate and include the decision in a deliberation report, together with the attendance register.
- The examination decision is publicly announced by the chair immediately after the deliberation, following the second session. Ghent University does not grant grades of merit within the context of a doctorate, nor does it 'congratulate' the student. Doctoral students pass or do not pass. In case

of a positive decision, one of the supervisors may hold a laudatio. The doctoral student will receive his/her degree and a beret.

5.6 My role as study programme representative in the Examination Board

- As a member of the Examination Board, you are responsible for the appraisal of the dissertation of the doctoral student. The Examination Board shall consist of five to eight members who are qualified to vote, including the chair, three to five experts who form the ‘reading committee’, and one or two study programme representatives (including you) who are called ‘rapporteurs’. The supervisors of the dissertation are welcome to attend the Examination Board meetings, but they will not be qualified to vote. As the study programme representative, you or your colleague will take on the role of secretary. As soon as the Examination Board has been composed by the Faculty Council, the chair of the Examination Board and/or the Faculty Student Administration (FSA) will act as your contact person.
- With the exception of the chair, each voting member of the Examination Board will draw up a written appraisal of the dissertation prior to the doctoral exam. As a ‘rapporteur’, you will draw up a rather short and overall appraisal, in the language in which the doctoral examination will take place, i.e. in English or Dutch. If the dissertation has another language as its subject, it is possible to depart from this rule. It is important that all parties involved in the examination understand the language(s) used. When writing the report, you can draw on the written appraisals of the other Examination Board members without reading the dissertation in full. If there are two study programme representatives in the Examination Board, you should draw up a joint report. The recommendation mentioned in the addendum must not be taken up in the report. At least five working days prior to the first session, you need to deliver the report to the Faculty Student Administration (FSA) via fsa.lw@ugent.be and, if applicable, cc the second ‘rapporteur’ on your report. The Faculty Student Administration (FSA) immediately delivers all these reports to the doctoral student.
- The doctoral exam consists of two sessions that are each deliberated on and assessed: (1) the first deliberation of the Examination Board on the doctoral dissertation, and (2) the public defence of said dissertation.
- As a member of the Examination Board, you need to attend the two sessions of the Examination Board. In exceptional cases, you may attend the sessions through video conferencing. If you are unable to attend a session, you need to notify the chair of the Examination Board.
- During the first session, the Examination Board members assess the doctoral student’s skills and competencies by means of a conversation. The Examination Board members and the doctoral student have a substantive discussion. Subsequently, the members deliberate on the basis of (1) the written reports 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), following small corrections to the dissertation.
 - Admission to the second part, following corrections to the dissertation.
 - No admission to the second part of the examination.

The members of the Examination Board decide by simple majority of the votes, abstentions not taken into consideration. If a second voting round again results in a tie, the decision will not be in the student’s favour, in accordance with the Education and Examination Code at Ghent University. Together with the attendance register, the final outcome of this deliberation is to be substantiated

and included by the secretary in a deliberation report that needs to be delivered to the Faculty Student Administration (FSA) via fsa.lw@ugent.be. The Faculty Student Administration (FSA) delivers this report to the student.

- The second session (public defence) takes place within 60 calendar days after the first session (the precise date is fixed in joint consultation after the Examination Board has taken a deliberation decision during the first part of the doctoral examination). During the second session, which takes one to two hours, the doctoral student puts forward an oral and public defence of his/her doctoral dissertation before the Examination Board. The session starts with a short presentation by the doctoral student, which lasts no more than 20 minutes. Next, each member of the Examination Board is given the opportunity to ask one or more questions. The session takes place in Dutch or English, unless otherwise established.
- The Examination Board deliberates in camera on the examination as a whole, immediately after the public defence. The Examination Board members decide by simple majority of the votes, abstentions not taken into consideration, whether or not the academic degree of doctor is to be awarded. If a second voting round again results in a tie, the decision will not be in the student's favour. Together with the attendance register, the decision is to be substantiated and included by the secretary in a deliberation report that needs to be delivered to the Faculty Student Administration (FSA) via fsa.lw@ugent.be. The Faculty Student Administration (FSA) delivers this report to the student.
- The examination decision is publicly announced by the chair immediately after the deliberation, following the second session. Ghent University does not grant grades of merit within the context of a doctorate, nor does it 'congratulate' the student. Doctoral students pass or do not pass. In case of a positive decision, one of the supervisors may hold a laudatio. The doctoral student will receive his/her degree and a beret.

5.7 My role as chair of the Examination Board

- As soon as the Examination Board has been composed by the Faculty Council, the chair, assisted by the Faculty Student Administration (FSA), will communicate the necessary information to the Examination Board members.
- The Examination Board is presided by the chair during the first and second session. The chair ensures that the procedures and all the regulatory stipulations are correctly implemented during both sessions. The chair has the right to vote and secures the voting process during the sessions.
- The examination decision is publicly announced by the chair immediately after the deliberation, following the second session.
- Ghent University does not grant grades of merit within the context of a doctorate, nor does it 'congratulate' the student. Doctoral students pass or do not pass. If the Examination Board takes a positive decision, the doctoral student will receive his/her degree, a beret and the gift from the faculty.

6 PRACTICALITIES AND FINANCES

- Dissertation template. When writing the dissertation, doctoral students may use the dissertation template developed by the faculty's ICT services. The template makes sure that the text elements are easily positioned in layout when students are finalising the book format of their dissertation.

The use of the template will definitely save the students a great amount of work in the final stages of their doctorate. See <http://apps.flw.ugent.be/handleidingen/scriptiesjabloon>. Dissertations are preferably completed in book format (17 x 24 cm) with a cover in the Ghent University corporate design. A picture or an image may also be added to the cover.

- Printing and binding services. Please contact the faculty's ICT services (in a timely fashion) via helpdesk.flw@ugent.be. When the doctoral student opts for the standard format (17 x 24 cm) in the Ghent University corporate design, the ICT services will design the cover and make sure that the necessary number of dissertation copies will be printed. For the first version of the dissertation (the version that will be submitted to the Faculty Council and delivered to the Examination Board), it is allowed to print a 'draft copy' (17 x 24 cm, black & white, paper of 80 g, with a coloured cover). This version is generally cheaper than in a printing office, and can be delivered to the faculty in 1 to 2 working days. The printing of the final version (for the public defence) takes 3 working days.
- Sending the paper versions of the dissertation to the Examination Board. The Faculty Student Administration (FSA) will send the paper versions of the dissertation to the members of the Examination Board. If the doctoral student wishes to send the paper versions themselves, he/she can recover the cost from the Faculty Student Administration (FSA).
- Practical aspects of organising the first deliberation. The supervisor and the doctoral student are responsible for the practical aspects of organising the first deliberation. If certain members of the Examination Board are attending through video conferencing, they should contact the faculty's ICT services sufficiently in advance.
- Practical aspects of organising the public defence The supervisor and the doctoral student are responsible for the practical aspects of organising the public defence (booking and preparing the room, possible requests for video conferencing, catering, possible reception afterwards, etc.).
- Gowns. At the faculty of Arts and Philosophy, it is customary for the Examination Board members to wear a gown (if they are authorised), but this custom is not mandatory. The decision often lies with the doctoral student. To borrow gowns in the colours of the faculty, please contact Tom Goedertier (Blandijnberg, room 100.016). The gowns can be collected in his office. To this end, the supervisor will take the initiative.
- Beret and gift. The Faculty Student Administration (FSA) will deliver the beret and the gift from the faculty of the doctoral student who has passed, to the chair of the Examination Board.
- Tuition fee. Doctoral students are to re-enrol for the doctorate and the doctoral training programme every year. They need to pay half of the regular tuition fee upon first enrolment. All interim enrolments are free. Doctoral students are invited to pay the remaining tuition fee following the submission of their doctorate.
- Bench fee. To prevent students from applying for the doctorate without having the necessary funds, Ghent University has introduced a *bench fee* guideline from the 2017-2018 academic year onwards: at the start of each academic year, all doctoral students are to pay a bench fee of EUR 4,480, except those who are funded by Ghent University, the Research Foundation Flanders (FWO) or VLIR-UOS. The supervisor will use the bulk of this contribution to enable students to conduct high-quality research (use of study material, laboratory, equipment, participation in conferences or seminars, etc.). The supervisor may exempt the doctoral student from paying the *bench fee* (request via the PhD Wizard and the application form for the doctorate). Doctoral students who receive a *bench fee* via (external) funding, are generally not exempted.
- Financial support. For the execution of your research, you may benefit from financial support to a greater or lesser degree. As a rule, doctoral students with research projects receive financial support based on the available financial resources of the project. Fellows (FWO PhD fellows, BOF fellows, junior assistants) receive a bench fee from the funding bodies: the FWO (Research

Foundation Flanders), the BOF (Special Research Fund) or the faculty, respectively. Students who wish to fund their doctorate with their own resources, will also need to search for resources to carry out the research. If necessary, the faculty may support a doctoral student via [travels grants](#) so that he/she can participate in congresses and/or study abroad. Via the [Doctoral Schools](#), tuition fees for external training may be recovered.

- [Doctoral bonus supervisors](#). If the student has successfully completed the doctorate, the administrative supervisor responsible needs to apply for a doctoral bonus. With this financial bonus, the university acknowledges the importance of completed doctorates for academic research. Any requests are to be submitted as soon as possible and no later than two years after the student has successfully defended the doctorate. If required, the sum of the bonus may be divided among the different supervisors who are professorial staff members. [More Information](#).

7 REGULATIONS, FORMS, MORE INFORMATION

The faculty website has a link to all the necessary regulations, forms and templates.

- www.ugent.be/lw/nl/onderzoek/doctoreren (Dutch)
- www.ugent.be/lw/en/research/doctoraldegree (English)
 - Request amendment (form)
 - Biblio (more information)
 - Charter for doctoral students and supervisor (good practice)
 - Collaborative agreement (ethical code / model)
 - Doctoral regulations Arts and Philosophy (regulations)
 - Doctoral bonus (regulations/ form)
 - Doctoral schools (more information)
 - First enrolment doctorate (form)
 - Faculty Research Fund (more information)
 - Filesender (more information)
 - Interdisciplinary doctorate (procedure / regulations)
 - Joint PhD (procedure)
 - Submission doctorate (form)
 - Ghent University Education and Examination Code (regulations)
 - Permanent chairs doctoral Examination Board
 - Faculty Council meeting dates

You can contact the Faculty Student Administration (FSA) via:

- Faculty of Arts and Philosophy
Campus Boekentoren, Blandijnberg 2, 9000 Gent (ground floor)
fsa.lw@ugent.be