

# DOCTORAL REGULATIONS OF THE FACULTY OF ARTS AND PHILOSOPHY

These regulations contain faculty-specific provisions governing the doctoral studies at the faculty of Arts and Philosophy, effective from academic year 2007-2008, as amended by the Faculty Council on 23 March 2011, 14 December 2011, 23 January 2013, 2 July 2014, 9 September 2015, 7 September 2016, 6 September 2017, 5 September 2018, 4 September 2019 and 4 November 2020. The regulations complement the university-wide regulations:

- the “Doctoral Schools Regulations” (Executive Board 6 March 2015)
- the “Resolution pertaining to the organisation of postgraduate programmes (with the inclusion of predoctoral training programmes) and of permanent training programmes” (Executive Board 25 October 2010)
- the “Resolution pertaining to the organisation of the Ghent University doctoral training programme” (Executive Board 16 December 2010, as amended by the Decision of the chair of the Committee for Programmes after the recommendation of the Committee for Programmes on 22 June 2016)
- the “Resolution pertaining to co-operation agreements that are negotiated in order to supervise and certificate a doctorate together (‘Gezamenlijk doctoraat’ / ‘Jointly Supervised PhD’ / ‘Cotutelle’)” (Executive Board 20 February 2014)
- the “Resolution pertaining to awarding combined doctoral degrees for interdisciplinary doctorates” (Executive Board 29 April 2016)
- the Education and Examination Code of the ongoing academic year.

## 1 ADMISSION TO THE DOCTORAL STUDIES AND THE APPOINTMENT OF THE SUPERVISORS AND THE DOCTORAL ADVISORY COMMITTEE

### **Article 1**

Admission to enrol for the doctorate at the faculty of Arts and Philosophy is requested by the administrative supervisor responsible (or proxy) via <https://oasis.ugent.be>. Prospective doctoral students in the Arts should submit their application in advance to the School of Arts Council of University College Ghent for approval.

### **Article 2**

All doctoral students have one administrative supervisor responsible affiliated with the faculty of Arts and Philosophy or, if sufficiently substantiated, with another Ghent University faculty. This supervisor is required to be a professorial staff member, a visiting professor with a research assignment at Ghent University or a retired professorial staff member who has been granted permission to continue (part of) his/her paid educational activities at Ghent University.

In addition, one or more supervisors can be from within or outside Ghent University (for example, emeriti and postdoctoral researchers). Article 2 is not applicable to doctoral students in the Arts.

### **Article 3**

Doctoral students in the Arts are assigned one Ghent University supervisor and one supervisor of the School of Arts of University College Ghent. The Ghent University supervisor will be the administrative supervisor responsible and is required to be a professorial staff member, a visiting professor with a research assignment at Ghent University or a retired professorial staff member who has been granted permission to continue (part of) his/her paid educational activities at Ghent University. 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 needs to sit on the doctoral advisory committee of the doctoral student. To appoint the supervisors and the doctoral advisory committee, 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.

#### **Article 4**

All doctoral students are assigned a doctoral advisory committee. The supervisor(s) will formulate a proposal for the composition of the doctoral advisory committee when the application for doctoral studies is submitted. The doctoral advisory committee consists of at least three and at most five members, including the supervisor(s). At least one member needs to be 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 where the doctoral student intends to do a PhD, at least one member of this study programme at the faculty of Arts and Philosophy needs to sit in the doctoral advisory committee. Through its Examination Board, this study programme needs to notify the Faculty Student Administration and the chair of the Faculty Examination Boards of the faculty of Arts and Philosophy whether the request for a doctorate will be accepted.

In addition to the supervisors and the possible member of the faculty of Arts and Philosophy (see Article 3), the doctoral advisory committee for the doctorate in the Arts also consists of an outside artist with specific expertise in the domain of the doctoral student.

The administrative supervisor responsible may ask the doctoral advisory committee to convene at least once a year, possibly electronically. The doctoral student may also request the doctoral advisory committee to convene.

#### **Article 5**

The Faculty Council of the faculty of Arts and Philosophy will decide about the application for doctoral studies after the recommendation of the Faculty Student Administration and the chair of the Faculty Examination Boards of the faculty of Arts and Philosophy. The recommendation also concerns the composition of the doctoral advisory committee, the advisability to attend the compulsory doctoral training programme or not and, if appropriate, the scope and contents of the doctoral training programme. The Faculty Council of the faculty of Arts and Philosophy may only decide for the doctorate in the Arts if the School of Arts Council of University College Ghent has also submitted a recommendation.

#### **Article 6**

If the doctoral student wishes to change the stipulations of the previously approved enrolment request, s/he may address his/her substantiated request in writing to the Faculty Student Administration and the chair of the Faculty Examination Boards of the faculty of Arts and Philosophy. The requested change can relate to the (administrative) supervisor (responsible), the language, the research topic of the dissertation, or the composition of the doctoral advisory committee. Any requests

to alter the research topic must always be accompanied by a recommendation of the doctoral advisory committee regarding the proposed change.

Requests may be submitted at any time, with the exception of a request to alter the research topic, which needs to be submitted at least two months before submitting the dissertation, and a request to change the doctoral title of an interdisciplinary doctorate, which needs to be submitted no later than two years after the first enrolment.

The Faculty Council of the faculty of Arts and Philosophy will decide about the application based on the advice of the Faculty Student Administration and the chair of the Faculty Examination Boards of the faculty of Arts and Philosophy.

Prospective doctoral students in the Arts should submit their request for change in advance to the School of Arts Council of University College Ghent. If appropriate, changes can only be approved after a positive recommendation by the School of Arts Council of University College Ghent.

## **2 DOCTORAL TRAINING PROGRAMME**

### **Article 7**

When registering for the doctorate, all doctoral students are automatically enrolled for the doctoral training programme. This means that doctoral students can enrol for the study programme of the Doctoral Schools. They will be awarded the doctoral training programme certificate if the programme of the doctoral training programme as specified under the “Resolution pertaining to the organisation of the doctoral training programme at Ghent University” was completed. The individual curriculum of the doctoral training programme is determined at the doctoral student’s request and with the approval of the doctoral advisory committee and the Doctoral Schools.

### **Article 8**

However, actually attending and completing the doctoral training programme is not compulsory for doctoral students whose master’s degree belongs to the field of study of the intended doctorate. For other doctoral students, the programme can be made compulsory. For these doctoral students, the Examination Board of the receiving programme informs the Faculty Student Administration whether the doctoral student needs to enrol for the doctoral training programme and, if so, what this programme will entail.

Article 2 is not applicable to doctoral students in the Arts.

### **Article 9**

Doctoral students with a master’s degree in the Arts who wish to obtain a doctorate in the Arts need to compose and complete a compulsory study programme before they can be allowed to submit their doctorate. The study programme consists of the following components:

- 1 specialised course (approved by the Doctoral School, except language courses)
- 1 transferable skills course (approved by the Doctoral School)
- 1 oral presentation or poster presented at a national or international conference
- 1 (accepted) peer reviewed publication (article or chapter in a book).

The individual curriculum of the study programme will be determined at the doctoral student's request and with the approval of his or her doctoral advisory committee. When composing the study programme, it is necessary to take into account that the study programme complements the master's programme of the candidate and that the programme is primarily aimed at scientific methods.

### **3 REQUIREMENTS FOR SUBMITTING THE DOCTORATE**

#### **Article 10**

An article-based doctorate should meet the following requirements:

- 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 needs to be the author with the main input of at least three of these contributions; the scope of the input is mentioned in the “collaborative agreement” between the co-authors.
- 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 methods and the importance of the research in a clear and conclusive manner;
- The compiled contributions should contain a conclusion that provides an answer to the research questions that were raised and presented in a consistent manner;
- The doctoral student should support its contributions by research data which must be updated right up until the moment of the promotion. In this case, the research hypotheses and conclusions should be amended accordingly.

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 whether a dissertation is admissible or not.

#### **Article 11**

Dissertations are only taken into consideration for submission if the doctoral student involved can prove to have at least 1 peer reviewed publication (articles or chapters in a book).

*[covid-regulation, only valid for doctoral students who submit their dissertation in academic year 2020-2021: Dissertations are only taken into consideration for submission if the doctoral student involved can prove to have at least 1 submitted peer reviewed publication (articles or chapters in a book).]*

Upon submitting the doctorate, this publication needs to be uploaded to the Ghent University Academic Bibliography. An electronic version of the doctoral dissertation needs to be uploaded to the Academic Bibliography at least two calendar days ahead of the public defence.

Doctoral students who wish to obtain a joint doctorate must comply with the regulations of the university where the dissertation will be defended. 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 conditions in this Article.

## Article 12

Upon submitting the doctorate, the doctoral advisory committee members always need to formulate their recommendation in writing by sending an email to the Faculty Student Administration and the chair of the Faculty Examination Boards of the faculty of Arts and Philosophy. This recommendation is a formal recommendation on whether the doctoral student meets the requirements to submit the dissertation or not and is not a judgement about the merit of the dissertation.

## 4 COMPOSITION AND OPERATION OF THE EXAMINATION BOARD

### Article 13

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. At least three, preferably four, and at most five voting members are appointed on the basis of their special expertise concerning the dissertation. In addition, the study programme where the doctoral student does the PhD will recommend at least one and at most two voting members who will assure the general quality requirements concerning the doctorate in the discipline concerned, and who (both) will assume the role of 'rapporteur'.

### Article 14

The dean chairs all the doctoral examinations. The Faculty Council will appoint per doctoral title and per academic year a permanent replacement among the senior full professors, who will take on the role of chair. If necessary or if this replacement is the supervisor of the dissertation, the dean will appoint another substitute chair from the permanent replacements. In exceptional cases, the Faculty Council may appoint a chair who is not a permanent chair.

### Article 15

The Faculty Council of the faculty of Arts and Philosophy will assign an Examination Board, at the request of the Examination Board chair and after consultation with the supervisor(s). The study programme where the doctoral student intends to do a PhD needs to be represented in the Examination Board.

The following stipulations are taken into account when the members who are qualified to vote are appointed:

- at least two members who are qualified to vote are not affiliated with the faculty, and one of these members is not affiliated with Ghent University;
- at least half the members who are qualified to vote are authorized to act as a supervisor for a doctorate at their own institution;
- at least half the members who are qualified to vote are appointed full time or part time at Ghent University or are postdoctoral researchers at Research Foundation Flanders with Ghent University as receiving institution;
- not more than half the members who are qualified to vote with special expertise concerning the dissertation and not more than half the voting members are part of the doctoral advisory committee;
- a doctoral advisory committee member may not be appointed as chair and/or 'rapporteur';
- co-authors on a publication or a patent that is included in the dissertation in full cannot be a part of the members who are qualified to vote in the Examination Board.

The members of the Examination Board hold a doctoral title. If sufficiently substantiated, exceptions to this may be granted by the Faculty Council. In contravention of this, for a doctorate in the Arts, at least half the members must hold a doctoral title and the committee must consist of at least a chair, two professorial staff members (one of these members is from the doctoral advisory committee) and two artists (one of these members is from the doctoral advisory committee).

At least 10 calendar days prior to the Faculty Council during which the composition of the Examination Board will be decided, the Faculty Student Administration will receive in writing the following information concerning the outside members of the Examination Board from the administrative supervisor responsible:

- their status,
- their discipline,
- their institutional affiliation,
- their competence to act as a supervisor for a doctorate at their own institution.

The composition of the Examination Board needs to be substantiated on the basis of the specialisation of the committee members and needs to be related to the subject matter of the dissertation. The chair of the Faculty Examination Boards of the faculty of Arts and Philosophy will investigate the submitted proposals about the composition of the Examination Board on their technical relevance and will advise the Faculty Council.

#### **Article 16**

The supervisors of the dissertation do not belong to the appraisers of the dissertation. However, they will be allowed to attend the Examination Board meetings (including the deliberations) as a non-voting member of the Examination Board. They will only intervene at the express request of other Examination Board members. At the defence, one of the supervisors is appointed to deliver the laudation after the degree has been awarded.

#### **Article 17**

The members of the Examination Board are expected to attend the different appraisal meetings. If one of the members of the Examination Board is unable to attend a meeting, the chairperson of the Examination Board concerned and the Faculty Student Administration will be notified immediately. At least three-fifths of all members with a vote need to be present in order for any meeting of the Examination Board to be valid, if necessary through video conferencing.

## **5 ASSESSMENT OF THE EXAMINATION BOARD**

#### **Article 18**

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. The three, four or five members who were appointed because of their special expertise concerning the dissertation will appraise the dissertation in full and will spend extra attention to the chapters that are in keeping with their expertise. The other voting members who are designated by the study programme will report on the written appraisals of the dissertation.

If two voting members were designated to ensure the general quality requirements with regard to the doctorate in the discipline concerned, then both members need to draw up and sign one joint report.

### **Article 19**

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 for the first part of the doctoral exam, the Faculty Student Administration is to provide the doctoral student and all the Examination Board members the written appraisals of the Examination Board members.

If all the reports are not delivered on time, the first meeting will be postponed at the doctoral student's request.

### **Article 20**

The first deliberation of the Examination Board on the doctoral dissertation should take place at least 30 calendar days and no more than 90 calendar days after the appointment of the Examination Board.

The Examination Board's first assessment of the doctoral dissertation consists of three phases:

- The Examination Board members read and discuss the deliberation reports drawn up by the Examination Board members who are qualified to vote.
- The Examination Board hears the doctoral student. Subject to any prior permission or obligation from the Faculty Council stating the contrary, the Examination Board will hear the doctoral student in Dutch or in English during the first part of the doctoral exam.
- The members of the Examination Board who are qualified to vote deliberate on the basis of (1) the written reports by each of the voting members and (2) the hearing of the doctoral student.

The doctoral student's presence is only required during the second phase of the appraisal. During the second phase, an in-depth debate will take place between the Examination Board members and the doctoral student.

At least three-fifths of all members with a vote need to be present in order for any meeting of the Examination Board to be valid, if necessary through video conferencing. During the entire appraisal, the Examination Board members need at least be available by phone.

The deliberation will result in one of the appraisals below:

- admission to the second part of the examination (public defence of the dissertation). The Examination Board will agree on a date for the public defence. The Examination Board can request the doctoral student to make some small corrections;
- admission to the second part, after corrections have been made by the doctoral student to his/her doctoral dissertation within the time span imposed by the Examination Board. The time span imposed will be determined in joint consultation with the doctoral student. In addition, the Examination Board will agree on a date for the public defence. When submitting the dissertation a second time, the doctoral student is to include an accompanying letter that declares how and where the requested corrections have been implemented. If applicable, the doctoral student is to

substantiate why s/he has not implemented certain corrections. In joint consultation, the chair and the supervisor will ensure that these requested corrections have been implemented. The chairperson is to provide the Examination Board members with the accompanying letter and, if applicable, the new version of the dissertation. If the requested corrections have not been ensured sufficiently, the Examination Board can still decide to refuse admission to the second part of the examination;

- no admission to the second part of the examination.

The final outcome of this deliberation round is to be substantiated in a concise deliberation report by the secretary of the Examination Board. After the approval of the Examination Board, the deliberation report is communicated to the doctoral student and the supervisors.

#### **Article 21**

In the second part of the doctoral examination, the doctoral student puts forward an oral and public defence of his/her doctoral dissertation before the Examination Board. The final date of the public defence cannot be fixed until after the first deliberation decision of the Examination Board. The public defence shall take place no sooner than five calendar days after the deliberation decision and within 60 calendar days after the decision. Exceptions to the period of 60 calendar days can be made if the doctoral student agrees to this.

At least three-fifths of all members with a vote need to be present in order for any meeting of the Examination Board to be valid, if necessary through video conferencing.

## **6 JOINT DOCTORATE**

#### **Article 22**

For joint doctorates (jointly supervised PhD), all provisions stipulated in the co-operation agreement that were negotiated in order to supervise a doctorate together will apply. If there is a co-operation with another institution of the Flemish Community, the supervisors will be non-voting members of the Examination Board, in accordance with Article 16 of the “Resolution pertaining to co-operation agreements that are negotiated in order to supervise and certificate a doctorate together”.

## **7 INTERDISCIPLINARY DOCTORATE**

#### **Article 23**

The main faculty will be appointed in joint consultation with the supervisors and (if applicable) faculties concerned and in accordance with Article 2 of the “Resolution pertaining to awarding combined doctoral degrees for interdisciplinary doctorates”. As a rule, the doctoral regulations of the main faculty will prevail.

The Scientific Research Committee will assess the interdisciplinary nature of the enrolment request for an interdisciplinary doctorate at the faculty of Arts and Philosophy.

The (interdisciplinary composed) Examination Board of the doctorate will assess the interdisciplinary nature of the dissertation.



## **8 RE-ENROLMENT FOR THE DOCTORATE AFTER NEGATIVE REPORT ON THE PROGRESS REPORT**

### **Article 24**

If an unfavourable (i.e. negative) report on the progress report is drawn up, then the dean will decide whether or not the doctoral student is allowed to enrol for the following academic year. This decision will be communicated to the student within 90 calendar days (OER, Article 89§5). After consulting with the Special Doctoral Commission, the dean will decide whether or not the student is allowed to re-enrol. This committee consists of the Faculty Research Director, the Director of the Doctoral School of Arts, Humanities and Law, the chair of the Faculty Examination Boards and two professorial staff representatives appointed by the study programme concerned. In the case of a doctorate in the Arts, the two representatives will be a professorial staff member of the faculty study programme concerned and a representative of the School of Arts of University College Ghent. Supervisors or doctoral advisory committee members of the doctoral student cannot act as representatives. The aim is to achieve a gender-balanced composition.

### **Article 25**

If a supervisor declares that s/he no longer wishes to supervise the doctorate and substantiates this decision when the progress report is being assessed, and if the supervisor believes that the research offers sufficient doctoral opportunities within a reasonable time span, then the administrative supervisor responsible will draw up an unfavourable (i.e. negative) report on the progress report in writing. This report needs to demonstrate that the research offers sufficient doctoral opportunities. Both the progress report and the negative feedback are delivered to the Doctoral School of the doctoral student for further follow-up (OER, Article 89§6). The Special Doctoral Commission may request information from the supervisors and the doctoral advisory committee members, and will formulate a recommendation to the Faculty Council. If appropriate, the Special Doctoral Commission will recommend a new supervisor and the Faculty Council will appoint him/her.