

FACULTY ADDITIONS AND CLARIFICATIONS TO THE EDUCATION AND EXAMINATION CODE FOR DOCTORAL MATTERS ACADEMIC YEAR 2023-2024

FACULTY OF ARTS AND PHILOSOPHY

(as approved by the Faculty Council of 13 September 2023)

These faculty provisions supplement the [Education and Examination Code for Doctoral Matters \(OERD\)](#) and should therefore be read together with these regulations. The faculty provisions are included in *italics*.

Article 13 Application for the first enrolment for the doctorate and the doctoral training programme

§1. Admission to the first enrolment for the doctorate and the doctoral training programme is awarded in accordance with the following procedure.

Prospective doctoral students are to present themselves in writing to the Faculty Council (see Part XI: Student Assistance and Student Services), with the approval of at least one supervisor. At least one of the supervisors must belong to one of the following categories:

- Ghent University professorial staff members;
- visiting professors with a research assignment at Ghent University;
- retired professorial staff members who have been granted permission to continue (part of) their paid educational activities at Ghent University.

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.

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).

Doctoral students in the Arts have one supervisor of the School of Arts of University College Ghent in addition to the Ghent University supervisor. 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 favourable recommendation of the School of Arts Council of University College Ghent before the Faculty Council can give its approval.

§5. On the basis of the submitted file, the Faculty Council decides whether or not the prospective student will be granted permission to enrol for the doctorate and the doctoral training programme. If this permission is granted, the Faculty Council will appoint the supervisor(s). One of these supervisors who belongs to the categories listed in §1 will be appointed as the administrative supervisor responsible. If applicable, the Faculty Council will also appoint the members of the doctoral advisory committee. Finally, the Faculty Council also approves the proposed research topic, the language in which the dissertation will be written, and the intended doctoral degree.

The Faculty Council 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. 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.

For the doctorate in the Arts, the Faculty Council may only decide whether or not the student will be granted permission to enrol for the doctorate if the School of Arts of University College Ghent has given a favourable recommendation.

If the doctoral student wishes to change the stipulations of the previously approved enrolment, he/she may address his/her substantiated request in writing to the Faculty Student Administration. The requested change can relate to the doctoral title, (administrative) supervisor (responsible), the language, the research topic of the dissertation or the composition of the doctoral advisory committee. Requests may be submitted at any time.

The Faculty Council will decide about the request based on the advice of the Faculty Student Administration and the chair of the Faculty Examination Boards.

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 favourable recommendation by the School of Arts Council of University College Ghent.

Article 15 Guidance of doctoral students

§3. The Faculty Council determines in the supplementary faculty regulations whether or not a doctoral advisory committee is required for each doctoral student in the faculty. Without prejudice to the stipulations of the supplementary faculty regulations, all doctoral students may request the appointment of a doctoral advisory committee.

§5. The doctoral advisory committee consists of at least three and at most five members, including the supervisor(s). At least one member is preferably an expert unaffiliated with Ghent University. The members of the doctoral advisory committee are not required to have a doctoral degree themselves, unless otherwise stated in the supplementary faculty regulations.

When converting to a joint doctorate, the supervisor of the partner institution may be added to the doctoral advisory committee and the doctoral advisory committee can consist of a maximum of six members.

If none of the supervisors are a member of the study programme where the doctoral student intends to do a doctorate, at least one member of this study programme at the faculty of Arts and Philosophy is required 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 13 above), 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 asks 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 18 The self-reflection report

§6. If the doctoral advisory committee or, in its absence, the supervisor(s) believe(s) that the research does not offer sufficient doctoral opportunities within a reasonable time span, or if the supervisor(s) indicate(s) that they no longer wish to supervise the doctorate, the administrative supervisor responsible will draw up a substantiated unfavourable (i.e., negative) written recommendation about the research report included in the self-reflection report. The self-reflection report and the unfavourable recommendation will be submitted by the DSO for further follow-up to the relevant faculty doctoral committee (or if no faculty doctoral committee has been established, to the committee appointed for this in the supplementary faculty regulations).

A Special Doctoral Committee will be appointed at the faculty of Arts and Philosophy for this purpose. This committee consists of the Faculty Research Director, 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.

The dean decides on the re-enrolment within sixty calendar days, after consulting the Special Doctoral Committee.

If the supervisor(s) indicate(s) that s/he (they) no longer wish(es) to supervise the doctorate, the Special Doctoral Committee requests information from the supervisors and the doctoral advisory committee members and formulates a recommendation to the Faculty Council. If necessary, the Faculty Council will appoint a new supervisor on the recommendation of the Special Doctoral Committee.

Article 20 The doctoral training programme

§3. For every doctoral student who first enrolled in the academic year 2020-2021 or later, Ghent University's mandatory doctoral training programme consists of at least the digital introduction programme that is provided by the Doctoral Schools via Ghent University's digital learning environment. In addition, every doctoral student has the right to follow the complete doctoral training programme as described in Article 21, in accordance with the stipulations in the course catalogue. If necessary, every doctoral student is also bound by the mandatory doctoral training programme described in the supplementary doctoral regulations stipulated by the faculty at which s/he is enrolled (cf. Article 21, §6).

When registering for the doctorate, all doctoral students are automatically enrolled for the doctoral training programme. However, effectively 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 is required to enrol for the doctoral training programme, and if so, what this programme entails as a minimum.

Doctoral students with a master's degree in the Arts who wish to obtain a doctorate in the Arts need to 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 presentation (oral or poster) presented at a national or international conference

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.

Article 26 Submission of the doctoral dissertation and enrolment for the doctoral examination

§2. After the Faculty Council has established that the doctoral student meets the requirements to take the doctoral examination and has declared the doctoral dissertation to be admissible, the information on the doctoral examination is sent to the Registrar's Office and the tuition fee is claimed. After this, the doctoral student is enrolled in the doctoral examination.

At the faculty of Arts and Philosophy, doctoral dissertations are only considered for submission if the doctoral student concerned can demonstrate that he/she has at least one accepted peer-reviewed publication (article or chapter in a book, whether co-authored or not).

This publication has to be uploaded in Ghent University's academic bibliography at the time of submission of the doctoral dissertation.

For doctoral students who have already started the doctoral research before academic year 2023-2024, those who have financed the doctorate exclusively with their own funds and attest to this with a declaration of honour of the supervisor and of the person concerned, are exempted from this publication requirement.

When submitting the doctorate, the doctoral advisory committee gives a recommendation on the submission of the doctoral dissertation. The Examination Board decides in full autonomy on the value of the dissertation.

A doctorate in the Arts can only be submitted when the doctoral student has completed the mandatory course set of the doctoral training programme and after a recommendation from the School of Arts Council of University College Ghent.

At the faculty of Arts and Philosophy, an article-based doctorate should meet the following criteria:

- There should be at least four submitted peer-reviewed publications (articles or chapters from a book). Two of these publications need to be published or formally accepted. It is the responsibility of the doctoral advisory committee members to help monitor the quality of the publications.*
- The doctoral student should be the author with the largest input of at least three such contributions;*
- The bundled contributions should show clear content coherence;*
- The bundled contributions should be preceded by a situational introduction, clearly and conclusively explaining the problem and structure of the dissertation, the methodology and the importance of the research;*
- The bundled contributions should be followed by a conclusion, which answers the coherently presented posed research questions;*
- The research data on which the doctoral student bases the contributions should be updated up to the time of the promotion. If necessary, the research hypotheses and conclusions must also be updated accordingly.*

The determination that a submitted dissertation meets each of these criteria in no way detracts from the autonomous authority of the Examination Board to decide whether or not a dissertation is admissible.

Article 27 Examination Board for the doctoral examination

§1. The Faculty Council will assign an Examination Board for the doctoral examination. In the report of the Faculty Council, adequate argumentation should be provided for selecting the members of the Examination Board based on their expertise. The following people may act as members of an Examination Board:

- professorial staff members of Ghent University;
- other people who may or may not be affiliated with Ghent University and who are intimately familiar with the subject of the doctorate.

A relative by blood or by marriage of the doctoral student or his/her supervisor, up to and including the fourth degree, or anyone who cannot guarantee an objective evaluation of the dissertation due to personal involvement with the doctoral student or his/her supervisor, cannot be a member of the Examination Board. Any relations arising from legal cohabitation are hereby considered equivalent to those arising from marriage.

The Examination Board shall consist of at least five and at most eight members who are qualified to vote, including the chair. One or more supervisors can be added to the Examination Board, but they will not be qualified to vote. Adding other members to the Examination Board is not possible.

At the faculty of Arts and Philosophy and in addition to the chair, at least three, preferably four, and at most six 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 doctorate will recommend one voting member who will assure the general quality requirements concerning the doctorate in the discipline concerned, and who will assume the role of 'rapporteur'/secretary.

The dean or the delegate of the professorial staff of the dean take on the chairing of the Examination Board.

The Faculty Council of Arts and Philosophy will appoint per doctoral title and per academic year a permanent delegate among the senior full professors, who will take on the role of chair. If necessary or if such delegate is himself 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.

At the request of the chair, the Faculty Council can change the composition of the Examination Board as long as it has not yet convened. The composition of the Examination Board cannot be changed once the first meeting has taken place, with the exception of the chair. If the chair is unable to attend, a proxy can be appointed by the dean.

The Faculty Council will assign an Examination Board, at the request of the Examination Board chair and after consultation with the supervisor(s).

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

1. at least two members who are qualified to vote are not affiliated with the faculty, and at least one of these two members is not affiliated with Ghent University;
2. at least half the members who are qualified to vote are holders of a doctorate;
3. at least half the members who are qualified to vote have a paid (temporary) appointment at Ghent University or are postdoctoral researchers of the Research Foundation Flanders, with Ghent University as its host institution. Retired members of the professorial staff at Ghent University who have been granted permission to continue certain activities can sit on an Examination Board and have Ghent University as host institution;
4. not more than half of the members who are qualified to vote are part of the doctoral advisory committee or are co-authors of an academic publication or patent that relates to the field of research of the dissertation.

At the faculty of Arts and Philosophy, the following applies:

- *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;*
- *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.*

At the faculty of Arts and Philosophy, a doctoral advisory committee member may not be appointed as chair and/or secretary/'rapporteur'.

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 whom is from the doctoral advisory committee) and two artists (one of whom 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*

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 Faculty Student Administration and the chair of the faculty Examination Boards will investigate the submitted proposals about the composition of the Examination Board on their technical relevance and will advise the Faculty Council.

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 29 The Examination Board's first assessment of the dissertation

§1. The Examination Board's first assessment of the dissertation should take place at least thirty calendar days and no more than ninety calendar days after the appointment of the Examination Board.

Prior to the first meeting of the Examination Board, the faculty will deliver the written assessments of the members of the Examination Board to the student in question.

At the faculty of Arts and Philosophy and 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 to six 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 rapporteur/secretary nominated by the study programme will limit himself/herself to a short meta-report.

The written appraisals of the reading committee and the rapporteur/secretary should be delivered electronically to the Faculty Student Administration and the chair at least seven and four working days prior to the first part of the doctoral exam, respectively. 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 reports are not submitted on time, the first meeting will be postponed at the doctoral student's request.

§2. The Examination Board hears the doctoral student during the meeting and shall appraise the dissertation of the candidate in question and the merit of his/her research. The faculty shall determine in the supplementary faculty regulations the way in which the doctoral student shall be involved in the first part of the exam (including the language that will be used during the hearing of the doctoral student).

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.

§3. 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 faculty of Arts and Philosophy allows the Examination Board to ask the doctoral student to make small corrections.*
- admission to the second part of the examination, after the doctoral student has revised the dissertation. The Examination Board will see to it that this revision is feasible within a reasonable time span determined by the Board. The chair of the Examination Board and the supervisor(s) of the dissertation together will make sure that the required corrections are made. If this is not the case, or if the corrections do not meet the required standards, the Examination Board may yet decide to deny the student access to the second part of the doctoral examination.

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 he/she has not implemented certain corrections. In joint consultation, the chair and the supervisor will ensure that these requested corrections have been implemented. The chair is to provide the Examination Board members with the accompanying letter and, if applicable, the new version of the dissertation.

- no admission to the second part of the examination.

§5. After its approval, the deliberation report (including the final deliberation decision) is communicated to the candidate and the supervisor(s) in writing.

At the faculty of Arts and Philosophy, the final outcome of this deliberation round is to be substantiated in a concise deliberation report by the rapporteur/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 30 The public defence of the dissertation

§1. In principle, the public defence takes place within sixty calendar days after the first assessment of the dissertation by the Examination Board, unless the doctoral student consents to a modified date.

The public defence may take place at any time in the course of the academic year, except during the periods listed in article 2§4 of the general [Education and Examination Code](#). With

the express permission of the dean, the supervisor(s), the members of the Examination Board and the doctoral student, it is possible to depart from this rule.

The precise date of the public defence cannot be fixed until after the Examination Board has taken a deliberation decision during the first part of the doctoral examination.

At the faculty of Arts and Philosophy, the public defence shall take place no sooner than five calendar days after the deliberation decision and within sixty calendar days after the decision. Exceptions to the period of sixty calendar days can be made if the doctoral student consents to this.

At the faculty of Arts and Philosophy, the doctoral student needs to upload an electronic version of the doctoral dissertation to the academic bibliography of Ghent University at least two calendar days ahead of the public defence.

Part V: The interdisciplinary doctorate

Article 32 Request for the acquisition of a combined doctoral degree

§3. If a student aims to combine doctoral degrees that are offered by different faculties, the request is submitted to the main faculty.

The main faculty will be appointed in joint consultation with the supervisors and faculties concerned. As a rule, the doctoral regulations of the main faculty will prevail.

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

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

Part VI: The joint doctorate

Article 39 The agreement

§2. If the partner institution with which Ghent University would like to conclude an agreement is not a university in the Flemish Community, a model agreement is provided by Ghent University.

Before a framework agreement or a student-specific agreement is negotiated, Ghent University sends the other partner institution the 'Info Sheet Joint PhD'.

This Info Sheet sets out the legal minimum requirements for a joint doctorate with a Flemish university and sets out the institutional regulations for joint doctorates at Ghent University. The other partner institution fills in the Info Sheet with their regulations, procedures and conditions and returns it to jointphd@ugent.be. On the basis of this information, the joint PhD coordinators at Ghent University will review whether a joint doctorate is possible with the institution involved and, if so, begin negotiations about the framework agreement or student-specific agreement.

The information given by the partner institution is submitted to all faculties by the Doctoral School.

The Faculty Council of Arts and Philosophy delegates the authority to test this information against faculty regulations to the Joint PhD Committee. This committee is composed of the director of studies, the chair of faculty examination committees and a representative of the Faculty Student Administration.

Article 58 Signing of the agreement by and approval of agreements at Ghent University

§2. A framework agreement for joint doctorates is only presented to the Faculty Council(s) involved if the joint PhD coordinators of Ghent University have to make compromises on the interfaculty, joint quality criteria (Article 40§4) during the negotiations with the other institution(s).

The Faculty Council of Arts and Philosophy delegates the authority to test this information against faculty regulations to the Joint PhD Committee. This committee is composed of the director of studies, the chair of faculty examination committees and a representative of the Faculty Student Administration.

Article 60 Fraud or irregularities in the predoctoral training programme, the doctoral training programme and the doctorate

§4. Each faculty may supplement or specify the basic definitions and concepts concerning fraud and irregularities and breaches of academic integrity in the supplementary faculty regulations. Distinctions may be made depending on the intended qualification. All additions or changes must be made in accordance with applicable Ghent University regulations, guidelines and (policy) documents. This information is also communicated to the faculty's doctoral students.

The Ghent University basic definition of plagiarism is as follows:

“At Ghent University, plagiarism is considered to be a form of fraud and an irregularity. To commit plagiarism is to present (parts of) a source as one’s own original work, or to present it as one’s own original work without (correctly) crediting the source. Plagiarism also comprises the use of text or a product created by a generative system (unless, and to the extent that, a lecturer-in-charge has allowed the use of such a system) or by a ghost writer as one’s own. Plagiarism can affect various product types such as text (written, oral), image (photos, videos, graphs, diagrams, figures...), music, data files, structures, line(s) of reasoning, ideas.”

The faculty of Arts and Philosophy specifies the definition of plagiarism as follows:

“Copying, whether or not in translation, someone else’s words or paraphrasing a line of thought without acknowledging the source, shall be interpreted as plagiarism. Failure to refer to one’s own original work that is reused falls under (auto- or self-) plagiarism. Every piece of text (sentences or phrases) that is being taken over from no matter what publication in no matter what language, even from websites or from a manuscript, has to be accompanied by a source citation and has to be signalled as quotation in the case of verbatim copy. A general source citation, for instance at the beginning of a chapter, does not mean that plagiarism can be condoned elsewhere in the text, and neither does the bibliography or any list of used sources.”