

DOCTORAL REGULATIONS

Ghent University - Faculty of Political and Social Sciences

Translation of the Dutch version approved on the Faculty Board Meeting of
21 August 2019

General

The following doctoral degrees can be obtained from the Faculty of Political and Social Sciences (FPS):

Doctor of Communication Science
Doctor of EU studies
Doctor of Political Science
Doctor of Sociology

These regulations apply to all doctoral students at the faculty of Political and Social Sciences and therefore also apply to doctoral students who are pursuing a combined doctoral degree (interdisciplinary doctorate) from Ghent University and whose main faculty is stated as the Faculty of Political and Social Sciences, unless otherwise agreed by the faculties involved in mutual consultation, and with due observance of the provisions of the Executive Board Decision of 29 April 2016. Doctoral students enrolled for a joint PhD have to comply with these faculty regulations and the cooperation agreement, which may include different regulations.

These Faculty Regulations do not affect the existing procedures and rules about education and the doctorate at Ghent University (<https://www.ugent.be/en/education/degree/practical/studentadmin/OEREnglish>) and should be regarded as a faculty complement to these regulations. They may be amended by the Faculty Board. The final version is available on the faculty website <http://www.ugent.be/ps/en/for-phd-students>.

Admission Requirements

Article 1

The Faculty Board (FB) decides on the doctoral enrolment admissions at the FPS. Prospective doctoral students have to submit their completed doctoral application in Oasis no later than 5 days before the faculty board meeting during which the application is handled. <https://www.ugent.be/ps/en/for-phd-students/faculty-administration-for-phd.htm>

Upon approval of the Faculty Board and the completion of the administration process by the FSA, the candidate is automatically enrolled as a doctoral student in one of the Doctoral Schools of Ghent University. Afterwards, the doctoral student has to renew the enrolment annually until the doctoral dissertation has been successfully defended.

Article 2

The doctoral student may submit a reasoned request in writing to the Faculty Board to amend the previously approved application for the doctoral degree, the topic of the doctorate, the name(s) of the supervisor(s), the language of the doctorate, the choice of Doctoral School and/or a change in composition of the doctoral advisory committee. The documents can be found at <http://www.ugent.be/ps/en/for-phd-students/faculty-administration-for-phd.htm>.

The Faculty Board decides whether or not to allow the amendment(s).

The Supervisor, the Doctoral Advisory Committee and the Doctoral Training Programme

Article 3

The administrative supervisor plays an important role in guiding the prospective doctoral student and should stimulate, coordinate and evaluate the student for the entire duration of the doctoral process.

The administrative supervisor is preferably a professorial staff member of the FPS. In addition, one or more (co-)supervisor(s) from inside or outside Ghent University can cooperate.

If the administrative supervisor is not a professorial staff member of the FPS, at least one co-supervisor has to hold a position at the FPS.

Article 4

For each doctorate at the FPS, the FB appoints a Doctoral Advisory Committee (DAC) or several supervisors at the suggestion of the supervisor and/or the doctoral student according to the stipulations of the Education and Examination Code. This happens at the latest in March of the academic year after first enrolment.

The supervisors and the DAC are responsible for the support and appraisal of the doctoral student throughout the entire study and research period according to the principles of the UGent charter for doctoral students and supervisors. <https://www.ugent.be/en/research/doctoralresearch/charter.htm>

The doctoral student reports once a year on the research progress to the supervisors and the DAC.

If the doctoral student's progress report is negatively evaluated by the supervisor(s) and DAC, the supervisor(s), DAC and Ombudsperson will hear the doctoral student and write a motivated report. This report is signed by all parties concerned (including the doctoral student) and sent to the Faculty's Research Director. The Research Director assembles the Faculty Committee for Scientific Research, which advises the Dean. The Dean follows the procedure as described in article 89 of the Education and Examination Code. In case of conflict of interest, the Faculty Ombudsperson may replace the chairman of the Faculty Committee for Scientific Research or the Dean in this procedure.

Article 5

The doctoral student has the right to follow a doctoral training programme. This programme is organised by the Doctoral School in which the doctoral student is enrolled. The supervisor(s) and DAC may oblige the doctoral student to complete (part of) the doctoral training programme, tailored to his/her individual needs.

The actual content of the programme is determined by the supervisor(s) and the DAC, according to the general Doctoral Schools regulations and the regulations of the Doctoral School to which the doctoral student belongs. The supervisor(s) and the DAC may recommend to reduce the scope of the doctoral training programme, based on previously acquired competencies or qualifications. If (part of) the doctoral training programme is decided to be made obligatory, this will be reported to the FB.

The Dissertation

Article 6

A dissertation may take the form of a traditional doctorate published in book form, but it may also consist of a combination of at least 3 and up to 7 scientific papers. A deviation from the number of papers may be requested from the FB, provided that it is sufficiently motivated. The doctoral student is not necessarily the only or first author of the articles, but the articles have to be the result of the doctoral student's personal research.

If the dissertation consists of a combination of scientific articles written by several authors, a document has to be added at the moment of submission, which contains an overview of all articles, the names of the authors and co-authors, and, for each article written by several authors, the exact contribution of the doctoral student to each article. If the doctoral student is not the first author of the articles, the actual first author has to give his/her written approval in advance stating that the article is included in the student's doctoral dissertation. This approval and the document with the overview of the doctoral student's contributions are added to the appendices of the dissertation. Articles that have been published more than one year before the doctoral student enrolled for the doctorate shall not be eligible. No further requirements for publication are imposed on the collection of papers, nor do they need to have been accepted for publication. Each paper, however, should be publishable in a peer-reviewed journal. It is the authority of the Examination Board to evaluate the quality of the dissertation and accept or reject it.

The collection of articles have to form a coherent body of work. The contributions should be preceded by an introductory chapter in which the topic is situated within the existing literature in the relevant research field. The contributions should be followed by a concluding chapter.

Article 7

In order to register for the doctoral examination, the doctoral student has to receive the approval of the FB according to the guidelines of the FSA. <https://www.ugent.be/ps/en/for-phd-students/faculty-administration-for-phd.htm> /

The examination board shall be composed in accordance with the regulations set forth by the university. The chair of the examination board may not be a member of the doctoral student's research group. The supervisor shall ensure that both sexes are represented in the doctoral examination board (excluding the chairperson or secretary). If this is not the case, the composition of the Examination Board will not be approved by the Faculty Board.

Before the FB meeting, the administrative supervisor, in consultation with the doctoral student, proposes possible dates for the first meeting of the Examination Board, taking into account the terms stated in the Education and Examination Code and the faculty's doctoral regulations. During the first part of the examination, the date is set for the public defence (cf. art. 8).

Ultimately two working days after the FB meeting, the secretariat of the department should receive the other copies of the dissertation.

This will allow the secretariat to send the copies to all the members of the Examination Board in time. The doctoral student also sends a digital copy to the FSA. Content wise these copies are identical to the digital copy submitted prior to the FB meeting. At the latest one week after the public defence, doctoral students have to upload a digital copy on the academic bibliography of UGent (Biblio <https://biblio.ugent.be>).

The Doctoral Examination

Article 8

§ 1. The doctoral examination consists of the following parts:

- The first assessment of the dissertation by the Examination Board,
- The public defence of this dissertation. The public defence shall take place no sooner than three weeks before the first part of the exam (exceptions can be made for international doctoral students or when international researchers are a member of the examination board).

§ 2. Ultimately three working days before the first part of the examination, the section of the Examination Board's written assessment of the dissertation that is intended for the doctoral candidate is provided to the latter. If the doctoral student does not receive all written assessments on time, the first part of the examination can be postponed at the request of the doctoral student.

§ 3. The meeting of the **first part of the doctoral exam** consists of three phases:

- The Chair of the Examination Board will open the first part of the exam by asking the members for an initial assessment.
- Next, the candidate joins the meeting. The members of the Examination Board provide feedback to the doctoral candidate. The candidate comments on the questions and remarks formulated by the members of the Examination Board.
- After the candidate has been heard, the candidate leaves the meeting. Subsequently, the Examination Board deliberates and communicates the result to the candidate.

§ 4. **The deliberation** results in one of the following decisions:

- admission to the second part of the examination (public defence);
- admission to the second part of the examination, following corrections to the dissertation that may be implemented by the doctoral student within the period specified by the Examination Board. The Chair and the supervisor(s) shall, in consultation, see to it that the requested corrections are performed. The Examination Board shall clearly communicate which corrections and adjustments are required. Afterwards, the revised and bound copies are submitted to the FSA and the faculty's administration office, unless decided otherwise by the Examination Board;
- No admission to the second part of the examination. In this case, the dissertation shall be resubmitted with the Faculty Board at a later stage (cf. art. 7).

§ 5. If the candidate is admitted to **the second part of the examination**, the Examination Board will, upon consultation with the candidate, set a date for the public defence. The supervisor and Chair of the Examination Board shall see to it that the requested corrections are made in time (no later than one week before the date of the public defence), according to prior arrangements. If the dissertation has been modified, the candidate has to provide a final version to all members of the Examination board and the FSA.

§ 6. During the second part of the examination, the doctoral student orally defends the dissertation in public. The public defence starts with a presentation of the dissertation by the candidate of no more than 30 minutes, followed by questions from the voting members of the Examination Board.

The Ombudsperson

Article 9

The Faculty Ombudsperson is appointed to act as ombudsperson for the doctoral students of the Faculty of Political and Social Sciences. In the absence of the Ombudsperson, the Chair of the Faculty Research Committee will act as a substitute.

<http://www.ugent.be/doctoralschools/en/quality/ombudspersons.htm>

Commonly used abbreviations

DAC	Doctoral Advisory Committee
FB	Faculty Board
FPS	Faculty of Political and Social Sciences
FSA	Faculty Student Administration