

## EDUCATION AND EXAMINATION CODE FOR DOCTORAL MATTERS ACADEMIC YEAR 2021-2022

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## PART I: PREAMBLE

**§1.** On the date of approval of the Education and Examination Code for Doctoral Matters 2021-2022 by the Board of Governors, the doctoral process at Ghent University – in addition to the aforementioned Code – is also governed by:

- the general [Education and Examination Code 2021-2022](#);
- the [electronic course catalogue](#);
- the [Rules of proper use of Ghent University network and the computers controlled by DICT](#), as approved by the Executive Board on 15 May 2017;
- the [Code of Conduct pertaining to learning analytics at Ghent University](#), as approved by the Executive Board during the meeting on 9 March 2021;
- the regulation pertaining to the appointment of lecturers and co-lecturers for the course units and their temporary replacement, as approved by the Board of Governors (see part XII of the general [Education and Examination Code 2021-2022](#));
- the [regulations about valorisation within Ghent University](#), as approved by the Executive Board during the meeting on 18 November 2016;
- the [higher education admissions policy](#), as approved by the Board of Governors on 15 April 2005;
- the [procedure on previously acquired competencies](#), as approved by the Executive Board of the Ghent University Association on 7 June 2005;
- the [Disciplinary Regulations for Students](#), as approved by the Board of Governors on 19 September 2008;
- Ghent University Association regulations on the special admission requirements, as approved by Ghent University Association’s Management Committee on 25 April 2007;
- the [regulations about the lifelong learning courses at Ghent University](#), as approved by the Board of Governors during the meeting on 8 January 2021;
- the [resolution pertaining to the organisation of permanent training and postgraduate programmes](#) (including predoctoral training programmes), as approved by the Executive Board during its meeting on 25 February 2010;
- the [General Research and Collaboration Regulations](#), as approved by Ghent University Association’s Board of Governors during its meeting on 18 December 2020;
- the [Regulations pertaining to the procedure to investigate breaches of academic integrity](#), as approved by the Executive Board on 15 February 2019 and amended on 16 January 2021;
- the [Generic code of conduct for processing personal information and confidential information](#), as approved by the Executive Board during its meeting on 18 May 2018;
- the [Policy of Ghent University pertaining to inappropriate behaviour](#), as approved by the Board of Governors during its meeting on 28 September 2018;
- the [Non-discrimination declaration](#), as approved by the Board of Governors during its meeting on 27 May 2011;
- the [Framework for Good Research Practice](#);
- the [Quality Framework for Doctoral Research](#), as approved by the Board of Governors on 8 May 2015;
- the [Charter for doctoral students and supervisors](#), as approved by the Executive Board on 26 May 2015.

**§2.** The Education and Examination Code for Doctoral Matters is subject to the Codex of 11 October 2013 concerning Higher Education, ratified by the decree of 20 December 2013

[\(Codex Higher Education\)](#), and to the following decrees adopted by the Flemish Parliament and resolutions adopted by the Flemish Government:

- the [special decree pertaining to Ghent University and Antwerp University Centre](#), as approved on 26 June 1991;
- the [resolution of the Flemish Government establishing the list of the Bachelor's and Master's programmes for each institution in Flemish high education](#), as approved on 30 March 2018;
- the [resolution of the Flemish Government establishing the form of the higher education diploma and the content of the accompanying diploma supplement that is awarded by higher education institutions in Flanders](#), as approved on 12 December 2014;
- the decision of the chair of the Programmes Committee to amend the curriculum of Ghent University's doctoral training programme and to make this decision compliant with the aforementioned code pertaining to the PhD completion bonus, which was made on 22 June 2016, following the Programmes Committee's favourable recommendation on the matter on the same date;
- the [resolution of the Flemish Government establishing the regulations pertaining to the preparation of annual reports made by universities in the Flemish Community](#), made on 4 February 1997;
- the resolution of the Flemish Government, made on 20 October 2000, establishing the levels, the degrees, and the correlating salary scale of the administrative and technical staff of the universities in the Flemish Community, as amended on 28 February 2007.

§3. The Education and Examination Code for Doctoral Matters is supplemented by the faculty-specific [doctoral regulations](#) and [Faculty regulations](#).

§4. By requesting (re-)enrolment, students declare themselves to be in agreement with the stipulations of the current Education and Examination Code for Doctoral Matters and the general Education and Examination Code.

## SECTION I: ACRONYMS AND ABBREVIATIONS

### **AAP**

Assistant academic staff (assisterend academisch personeel)

### **AOSR**

General Research and Collaboration Regulations of the Ghent University Association (Algemeen Onderzoeks- en Samenwerkingsreglement van de Associatie Universiteit Gent)

### **AUGENT**

Ghent University Association (Associatie Universiteit Gent)

### **DMP**

Data management plan

### **DPO**

Department of Personnel and Organisation (Directie Personeel en Organisatie)

### **DSO**

Doctoral Schools Office

### **ECTS**

European Credit Transfer and Accumulation System

**EEA/EER**

European Economic Area (Europese Economische Ruimte)

**EVC**

Previously acquired competencies (Eerder verworven competenties)

**EVK**

Previously acquired qualifications (Eerder verworven kwalificaties)

**FDO**

Faculty office of Educational support (Facultaire Dienst Onderwijsondersteuning)

**FSA**

Faculty student administration (Facultaire Studentenadministratie)

**ICP**

International Course Programme

**KMS/RMS**

Royal Military School (Koninklijke Militaire School)

**MA**

Master's programme

**MANAMA**

Advanced master's programme

**OAP**

Other Academic Staff (Overig academisch personeel)

**OASIS**

Student administration platform (Onderwijsadministratie- en studenteninformatiesysteem)

**OER**

Education and Examination Code (Onderwijs- en Examenreglement)

**UCT**

University Language Centre (Universitair Centrum voor Talenonderwijs)

**UGENT**

Ghent University

**VABB**

Flemish Academic Bibliographic Database (Vlaams Academisch Bibliografisch Bestand)

**FTE**

Full-time equivalent

## **ZAP**

Professorial staff (Zelfstandig academisch personeel)

## **SECTION II: LIST OF DEFINITIONS**

### **A**

#### **ADVANCED MASTER'S PROGRAMME (MANAMA)**

A Master's programme subsequent to another Master's programme.

### **B**

#### **BACHELOR'S PROGRAMME (BACHELOROPLEIDING, BA)**

A study programme in higher education that follows on from secondary education and that contains 180 ECTS credits.

### **C**

#### **CERTIFICATE (GETUIGSCHRIFT)**

The document that is awarded upon completion of a doctoral training programme, a preparatory course or a linking course to a student who has completed the entirety of the programme.

#### **CO-LECTURER (MEDELESGEVER)**

Lecturer appointed by the Faculty Council who does not have the ultimate responsibility for the course unit concerned.

#### **CONTINUOUS ASSESSMENT (NIET-PERIODEGEBONDEN EVALUATIE)**

The (usually multiple) evaluation(s) of the students' study performance throughout the term or the academic year (cf. end-of-term assessment).

#### **COURSE SHEET (STUDIEFICHE)**

The description of a course unit in the course catalogue in accordance with the classification under article 41 of the general [Education and Examination Code](#).

#### **COURSE UNIT (OPLEIDINGSONDERDEEL/VAK)**

A clear-cut set of educational, study and evaluation activities, aimed at acquiring well-defined competencies in terms of knowledge, insight, skills, and attitudes. Each course unit is identified by a code listed in the course catalogue.

#### **CREDIT CERTIFICATE (CREDITBEWIJS)**

An acknowledgement that, after an evaluation, a student has shown that they have mastered the competencies of a particular course unit. This acknowledgement is recorded in a document or is established by means of an electronic registration.

#### CREDIT CONTRACT (CREDITCONTRACT)

The contract that the university board enters into with a student who enrolls in order to obtain a credit certificate for a course unit by means of full participation in the educational activities.

#### CREDITS

The acquired ECTS credits that are linked to a particular course unit.

#### CURRICULUM

The list of course units per student.

### D

#### DEGREE (GRAAD)

The specification of "Bachelor", "Master" or "Doctor" as applicable when obtaining a diploma.

#### DELIBERATION (DELIBERATIE)

A formal discussion by an Examination Board per deliberation set or by an Examination Board per study programme.

#### DELIBERATION SET (DELIBERATIEPAKKET)

The cluster of course units, credits, and exemptions of, in principle, 60 ECTS credits, determined for each student and each study programme. These course units have been grouped within the framework of a contract to obtain a diploma, and the Examination Board can make study progress decisions based on them per deliberation.

#### DIPLOMA

The document that is awarded to students upon the successful completion of a Bachelor's programme, a Master's programme, a teacher training programme, or a doctorate.

#### DIPLOMA SUPPLEMENT (DIPLOMASUPPLEMENT)

A supplement to the diploma describing the nature, level, context, contents and status of a study programme, in accordance with the relevant [resolution of the Flemish Government](#).

#### DISCIPLINE (VAKGEBIED)

A branch of science on which the academic staff provide education, within which people conduct scientific research or provide scientific services.

#### DOCTORATE ADVISORY COMMITTEE (DOCTORAATSBEGELEIDINGSCOMMISSIE)

The committee that was created by the Faculty Council and oversees the support, follow-up, and assessment of doctoral students over the course of their study and research period.

#### DOCTORAL DISSERTATION (DOCTORAATSPROEFSCHRIFT)

The dissertation is a textual document that demonstrates the doctoral student's ability to generate scientific knowledge based on independent scientific research, either in one specific discipline (the Arts included) or across various disciplines. It is submitted in the number of copies required by the faculty (cf. Article 26) in a text file, which contains, at the least, the research question, the theoretical framework, the methodology and the results obtained. The



doctoral dissertation should be able to lead to scientific publications. Preparing a doctoral dissertation is part of the doctoral exam.

#### DOCTORAL REGULATIONS (DOCTORAATSREGLEMENT)

The Education and Examination Code for Doctoral Matters (see below).

#### DOCTORAL SCHOOL

An interdisciplinary facilitating body that offers a clear-cut framework for all matters related to doctoral studies. Within the doctoral training programme of Ghent University, the Doctoral Schools provide a variety of programmes aimed at developing more in-depth knowledge and broadening existing competencies. They organise several workshops in transferable skills, set up international cooperation schemes and partnerships with third parties, and offer a wide range of other activities, which are all aimed at coaching doctoral students during their research period, ensuring quality care and lending international appeal to their doctoral research. Ghent University has five Doctoral Schools, each with their own director.

#### DOCTORAL TRAINING PROGRAMME (DOCTORAATSOPLEIDING)

A programme designed to prepare students for a doctoral dissertation. It is a programme type aimed at providing more in-depth knowledge and broadening the competencies that have been acquired upon completion of a Master's programme. The details of the study programme are determined by the university board.

## E

#### ECTS CREDIT (STUDIEPUNT)

An international unit, accepted within the Flemish Community, which corresponds to a minimum of 25 and a maximum of 30 hours of prescribed educational, study and evaluation activities and which is used to express the study load of each study programme or each course unit.

#### EDUCATIONAL MASTER'S PROGRAMME (EDUCATIEVE MASTEROPLEIDING)

This refers to a teacher training programme at a Master's level with a study load of 90 or 120 ECTS credits and which can be followed immediately after the Bachelor's programme. Each educational Master's programme consists of a subject-specific component and a teaching component of each 45 ECTS credits.

A student can only be awarded the diploma of educational Master if that student has successfully completed a full teaching component of 60 ECTS credits. A student can acquire the 15 remaining ECTS credits in the following ways:

- 1° as a set of elective course units in an academic Bachelor's degree;
- 2° in a preparatory programme that is followed before or at the same time as the educational Master's programme;
- 3° only in the educational Master in cultural sciences and languages: as a set of elective course units in the educational Master's programme.

Students who have a Master's degree can register for a shortened learning track of an educational Master's programme with a study load of 60 ECTS credits.

The educational Master's programme leads to a full Master's degree. All provisions in these regulations that relate to the Master's programme also apply to the educational Master's programme, unless stated otherwise.

#### EDUCATIONAL ACTIVITIES (ONDERWIJSACTIVITEITEN)

Activities provided by the academic staff that are aimed at the transfer, processing, practice, assisted application and integration of subject matter.

#### EDUCATION AND EXAMINATION CODE FOR DOCTORAL MATTERS (OER DOCTOREREN)

The code that governs the general requirements pertaining to the acquisition of a doctoral title at Ghent University.

#### ELECTRONIC LEARNING ENVIRONMENT (ELEKTRONISCHE LEEROMGEVING (ELO))

The web-based environment that students may consult for information, and that allows them to do exercises and communicate with lecturers and/or fellow students. Ghent University's electronic learning environment is called Ufora.

#### END-OF-TERM ASSESSMENT (PERIODEGEBONDEN EVALUATIE)

Any evaluation during the examination periods, as scheduled in the academic calendar, of the extent to which students, based on their studies, have acquired the competencies related to a course unit (cf. continuous assessment).

#### ENROL (INSCHRIJVEN)

To enter into a contract to obtain a diploma or credits that is renewable every year.

#### EVALUATION (EVALUATIE)

Testing the extent to which students, based on their studies, have acquired the competencies that are set out in a course unit.

#### EVALUATION MOMENT (EVALUATIEMOMENT)

The period during which students can be evaluated for a particular course unit. (See also continuous assessment and end-of-term assessment.)

#### EXAMINATION BOARD PER DELIBERATION SET (EXAMENCOMMISSIE PER DELIBERATIEPAKKET)

A body composed by the Faculty Council which is authorised to take exam decisions regarding a deliberation set and to formulate study advice.

#### EXAMINATION BOARD PER STUDY PROGRAMME (EXAMENCOMMISSIE PER OPLEIDING)

A body composed by the Faculty Council which is authorised to take examination-related disciplinary decisions and exam decisions on the whole of the study programme with a view to awarding diplomas and grades of merit.

#### EXAM CONTRACT (EXAMENCONTRACT)

A contract which the university board enters into with a student who, under the terms and conditions laid down by the university board, enrolls for exams, in order to obtain a diploma or certificate for a programme or a credit certificate for a course unit.

#### EXAMINATION DECISION (EXAMENBESLISSING)

All decisions which, whether on the grounds of a deliberation round or not, involve a final judgement as to whether a student meets the requirements to pass a course unit, several course units of a study programme, or a study programme as a whole.

#### **EXAMINATION MARK (EXAMENCIJFER)**

The assessment of a student's study performance as tested per course unit. This examination mark is expressed as a whole number from 0 up to and including 20.

#### **EXAMINATION-RELATED DISCIPLINARY DECISION (EXAMENTUCHTBESLISSING)**

A decision that is imposed due to fraud or other irregularities during (continuous or end-of-term) assessment.

#### **EXAMINATION-RELATED DISCIPLINARY MEASURE (EXAMENTUCHTSANCTIE)**

A penalty that is imposed as a result of an examination-related disciplinary decision.

#### **EXAMINATION RESULTS ANNOUNCEMENT (PROCLAMATIE)**

The announcement of exam results and/or deliberation decisions, either publicly or electronically by means of the transcript of records in Oasis.

#### **EXAMINER (EXAMINATOR)**

A lecturer-in-charge or a co-lecturer who is responsible for the evaluation of a particular course unit. Alternatively, in accordance with article 76 of the general Education and Examination Code, an examiner could be any other professorial staff member and/or a post-doctoral assistant or visiting professor or a research fellow who is employed at Ghent University or the Research Foundation Flanders on a temporary or permanent basis.

#### **EXEMPTION (VRIJSTELLING)**

Lifting the obligation to sit an exam for a particular course unit.

### **F**

#### **FIELD OF STUDY (STUDIEGEBIED)**

A field of study as defined by decree in which study programmes that are related in terms of contents are assembled.

### **G**

#### **GRADE OF MERIT (GRAAD VAN VERDIENSTE)**

Special citation (passed cum fructu, cum laude, magna cum laude, summa cum laude) awarded by the Examination Board per study programme upon completion of a second-cycle study programme or a Bachelor's and Master's programme.

### **I**

#### **INCOMING EXCHANGE STUDENT (INKOMENDE UITWISSELINGSSTUDENT)**

A student enrolled at an institution of higher education abroad or in a different Community, who takes course units at Ghent University as part of his/her studies at the institution in question,

within a previously determined framework (cf. Learning Agreement) between the institution, the student, and Ghent University.

#### INTERDISCIPLINARY DOCTORATE (INTERDISCIPLINAIR DOCTORAAT)

A doctorate that is interdisciplinary in nature and that is taken under the joint supervision of two or more supervisors from different fields at Ghent University, resulting in a combined doctoral degree.

### J

#### JOINT PHD (GEZAMENLIJK DOCTORAAT)

A doctorate that is completed under the joint supervision of Ghent University and one or several other partner institutions.

### L

#### LEARNING AGREEMENT

A formal agreement between the three parties involved in student mobility (i.e., the students, the sending institution and the receiving institution (or organisation or company)), who facilitate the organisation of student mobility and the recognition of credits obtained in this context. The agreement must be signed by all parties involved before the start of the exchange period. The Learning Agreement stipulates all course units and other educational or research activities associated with student mobility. As such, it provides students with legal certainty that the credits they obtained at the receiving institution will also be acknowledged at the sending institution.

#### LECTURER-IN-CHARGE (VERANTWOORDELIJK LESGEVER)

The lecturer appointed by the Faculty Council who is ultimately responsible for a course unit.

#### LINKING COURSE (SCHAKELPROGRAMMA)

Study programme that is imposed as an admission requirement on holders of a professional Bachelor's degree for some Master's programmes.

### M

#### MASTER'S PROGRAMME (MASTEROPLEIDING)

A study programme subsequent to an academic Bachelor's programme or another Master's programme, with a study load of 60 ECTS credits or a multiple of 60. A Master's programme is concluded with a Master's dissertation and is authenticated with a Master's degree.

#### MASTER'S PROGRAMME (MANABA)

A Master's programme subsequent to an academic Bachelor's programme.

### O

#### OASIS (OPEN ACADEMIC STUDENT INFORMATION SYSTEM)

The IT-system that supports the processes and activities concerning the education and student administration. By means of this web application (available at <http://oasis.UGent.be>), students can consult information on their enrolment(s) and curriculum and upload data themselves.

#### OUTGOING EXCHANGE STUDENT (UITGAANDE UITWISSELINGSSTUDENT)

A student who spends a period of time abroad or in another Community within the context of his/her study programme. This period is acknowledged within the student's total curriculum at Ghent University, within a previously determined framework (cf. Learning Agreement) between the institution, the student, and Ghent University.

### P

#### PLAGIARISM (PLAGIAAT)

To commit plagiarism is to present (parts of) a source as original and your own, without adding any acknowledgements. It can relate to different forms of production, such as texts (written, oral), images (photographs, film, graphs, diagrams, figures, etc), music, databases, a structure, a line of reasoning, or ideas. Plagiarism is considered to be a form of fraud and an irregularity at Ghent University.

#### PREDOCTORAL TRAINING PROGRAMME (PREDOCTORALE OPLEIDING)

A study programme that the faculty can or is required to impose on prospective doctoral students who hold a foreign diploma or who do not hold a Master's degree, respectively, after an evaluation of their file. This predoctoral programme is an additional admission requirement to enrol for the doctorate, as determined in article 82 of the general Education and Examination Code and the [resolution concerned](#). The programme is authenticated with a postgraduate certificate.

#### PREPARATORY COURSE (VOORBEREIDINGSPROGRAMMA)

A programme that may be imposed on students who do not hold any of the required diplomas that would entitle them to be admitted directly to the study programme for which they wish to enrol.

#### PREVIOUSLY ACQUIRED COMPETENCIES (EERDER VERWORVEN COMPETENCIES (EVC))

The knowledge, competencies and attitudes acquired by (prospective) students outside of university through work, volunteering, hobbies, or social life. This kind of experience is not authenticated by formal study qualifications but may correspond with particular competencies from a Bachelor's and/or Master's programme, in which case it can be recognised as a "previously acquired competency". If (prospective) students with such competencies pass an aptitude test, they may be awarded exemptions for specific course units.

#### PREVIOUSLY ACQUIRED QUALIFICATIONS (EERDER VERWORVEN KWALIFICATIES (EVK))

Every domestic or foreign study certificate which shows that the student has successfully completed a formal learning track, whether as part of an educational programme or otherwise, insofar as it is not a credit certificate obtained within the same institution or programme at which the (prospective) student wishes to assert this qualification.

## **R**

### **RECESS (RECES)**

The time period in which educational activities and evaluations organised by University are suspended, cf. the time spans specified in the academic calendar (cf. article 2 of the general Education and Examination Code).

### **REGISTER (REGISTREREN)**

Individuals who are enrolled at a different higher education institution (guest students) are registered at Ghent University. Registrations only serve administrative purposes, as it allows Ghent University to know the identity of the individual in question, while also allowing him or her to use a number of facilities that are available to Ghent University students.

### **REGULAR COURSE UNIT (REGULIER OPLEIDINGSONDERDEEL)**

A course unit approved by the Executive Board (or by the Doctoral School Council if the course unit is taught by a Doctoral School) and for which the student is awarded a credit certificate upon successful completion.

### **RESEARCH RESULTS (ONDERZOEKSRESULTATEN)**

The results of research or development efforts, accomplished by the researchers as part of their relation with Ghent University and/or by means of Ghent University resources or equipment (cf. the regulations about valorisation within Ghent University). These do not comprise literary works or works of art as intended under the Law on Copyright and Neighbouring Rights of 30 June 1994 ("Copyright Act"). However, they are considered to comprise computer software or databases which are protected under the Copyright Act and/or the Act of 31 August 1998 which transposed into Belgian law the European Directive of 11 March 1996 on the Legal Protection of Databases ("Database Act").

### **RESEARCH RESULTS THAT CAN CREATE VALUE (VALORISEERBARE ONDERZOEKSRESULTATEN)**

The research results that at first sight appear to offer viable prospects for exploitation, commercialisation and/or social implementation and which are the property of Ghent University or to which Ghent University can assert certain rights.

## **S**

### **SPECIAL TUITION FEE (BIJZONDER STUDIEGELD)**

Increased tuition fee for some of the Master's programmes.

### **STUDENT**

An individual who is enrolled at Ghent University for the current academic year.

### **STUDY LOAD (STUDIEOMVANG)**

The number of ECTS credits that are assigned to a course unit or a study programme.

### **STUDY PROGRAMME (OPLEIDING)**

The structuring unit of higher education, i.e., a set of coherent educational, study and evaluation activities that are authenticated with a diploma or certificate upon successful completion.

**STUDY PROGRAMME OVERVIEW (OPLEIDINGSPROGRAMMA)**

The full set of course units that make up a study programme.

**SUPERVISOR (PROMOTOR)**

The person in charge of steering and guiding Master's and doctoral students.

**T**

**TECHNOLOGY TRANSFER OFFICE (VALORISATIECEL)**

The body charged with the protection and exploitation of Ghent University research results, for the benefit of and under the authority of Ghent University.

**TUITION FEE (STUDIEGELD)**

The amount in Euros that the student is to pay upon enrolment in order to take part in educational activities and/or exams. The tuition fee consists of a fixed amount and a variable amount, depending on the number of ECTS credits for which the student is enrolling.

## PART II: INTRODUCTORY PROVISIONS

### Article 1 Education and examination code for doctoral matters

**§1.** This code governs the general requirements for obtaining the academic degree of doctor at Ghent University. The following subjects are covered: (1) introductory provisions, (2) the predoctoral training programme, (3) the doctorate and the doctoral training programme, (4) the interdisciplinary doctorate, (5) the joint doctorate, (6) special circumstances, (7) the organisation and framework of the Doctoral Schools and (8) the concluding provisions.

**§2.** Unless this code deviates from them explicitly, the provisions set out in the general [Education and Examination Code](#) apply.

### Article 2 Language requirements

#### **§1.** Language requirements for the predoctoral training programme

For the predoctoral training programme, as part of the application procedure, the supervisor of the prospective doctoral student must confirm to the relevant Faculty Council that the student has a sufficient level of proficiency in the languages in which the course units are taught. If the prospective student's language proficiency is insufficient, s/he will not be admitted to the predoctoral training programme.

#### **§2.** Exemption from language requirements for the doctorate and the doctoral training programme

1. Prospective doctoral students are exempted from the language requirements for English, if they hold any of the following certificates:
  - a secondary education diploma awarded by (an educational institution that is recognised by) the Flemish Community;
  - a higher education diploma awarded by an institution of higher education that is recognised by the Flemish Community;
  - a certificate establishing that the student has completed the predoctoral training programme at Ghent University, provided that this programme primarily consisted of course units taught in English.
2. Prospective doctoral students may also be exempt from the language requirements for English if they meet one of the following requirements:
  - the prospective student has already passed an English-language study programme, either in secondary education or at an institution of higher education in Belgium or abroad (i.e., the student must have obtained 60 credits, whether it be in one academic year or several);
  - the prospective student can present a written statement from the supervisor or mentor, respectively, confirming that the prospective doctoral student has a sufficient command of English.
3. Prospective students are exempted from the language requirements for Dutch and/or English if they are admitted to a study programme on the basis of a selection procedure within the framework of an Erasmus Mundus Action 1 or Action 2, International Course Programmes, EU-US Atlantis, EU-Canada, which take language proficiency as one of the selection criteria.

#### **§3.** Language requirements for the doctorate and the doctoral training programme

For the doctorate and the doctoral training programme, the faculty specifies which level of proficiency (cf. §4) in English is required upon enrolment. Any amendments must be reported



to the Registrar's Office of the Department of Educational Policy (by email to [onderwijs@ugent.be](mailto:onderwijs@ugent.be)) before 1 April preceding the academic year concerned. If the language requirements are not specified, a B2 level of English is the required proficiency level for the doctoral training programme and the doctorate.

#### §4. Levels of proficiency

All certificates mentioned below must be valid at the time of the first enrolment for a study programme. This means that, if a term of validity is specified, it should not have lapsed and that language certificates without a term of validity should not be older than four academic years (counting from the academic year after the certificate was obtained).

LEVEL	ADEQUATE PROOF OF ENGLISH PROFICIENCY AS ACCEPTED BY GHENT UNIVERSITY
0	Everyone is accepted
B2	<ul style="list-style-type: none"> <li>- A TOEFL TEST, with a score ranging from at least 510 up to and including 559 (paper-based) or ranging from at least 72 up to and including 94 (Internet-based) or above. Participants should specify institution code 2643 if they want the test results to be communicated directly to Ghent University</li> <li>- An original Academic Test Report Form (TRF) from IELTS, with a score of at least 6.0</li> <li>- A B2 ITACE for students certificate awarded by the Ghent University Language Centre (Universitair Centrum voor Talenonderwijs, UCT), Linguapolis (University of Antwerp), the Leuven Language Institution (Instituut voor Levende Talen, ILT), or the Academic Language Centre (ACTo -VUB)</li> <li>- A B2 certificate awarded by a university language centre</li> <li>- The final test certificate for the course Practical English 5 or English for Written Academic Purposes, issued by the Ghent University Language Centre</li> <li>- A B2 First certificate (Cambridge English, First certificate in English (FCE))</li> <li>- Pearson Test of English Academic (PTE Academic), with a score of 59 up to and including 75</li> <li>- Cambridge ESOL B2 tests, more specifically FCE certificates</li> <li>- A certificate for International Baccalaureate in English B (SL, level 5, 6 &amp; 7); International Baccalaureate in English B (HL, level 5 &amp; 6); International Baccalaureate in English A (SL, level 5 &amp; 6); Baccalaureate in English A (HL, level 5 &amp; 6)</li> </ul>
C1	<ul style="list-style-type: none"> <li>- A TOEFL TEST, with a score ranging from at least 560 up to and including 676 (paper-based) or ranging from at least 95 up to and including 119 (Internet-based) or above. Test participants should specify institution code 2643, if they want the test results to be communicated directly to Ghent University</li> <li>- An original Academic Test Report Form (TRF) from IELTS, with a score of 7.0 or above</li> <li>- An C1 ITACE for students certificate awarded by the Ghent University Language Centre (Universitair Centrum voor Talenonderwijs, UCT), Linguapolis (University of Antwerp), the Leuven Language Institution (Instituut voor Levende Talen, ILT), or the Academic Language Centre (ACTo -VUB)</li> <li>- A certificate for Advanced Practical English, Proficient Practical English, or Advanced Academic English: Writing Skills issued by the Ghent University Language Centre</li> </ul>

	<ul style="list-style-type: none"> <li>- A C1 certificate from a university language centre</li> <li>- A C1 Advanced certificate (Cambridge English: certificate in Advanced English (CAE))</li> <li>- A Pearson Test of English Academic (PTE Academic), with a score of 76 up to and including 84</li> <li>- Cambridge ESOL C1 tests, more specifically CAE certificates</li> <li>- A certificate for International Baccalaureate English B (HL, level 7); International Baccalaureate in English A (SL, level 7)</li> </ul>
C2	<ul style="list-style-type: none"> <li>- A TOEFL TEST, with the highest score of 677 (paper-based), or 120 (Internet-based). Test participants should specify institution code 2643 if they want the test results to be communicated directly to Ghent University</li> <li>- An original Academic Test Report Form (TRF) from IELTS, with a score of 7.5 or above (maximum score = 9.0)</li> <li>- An ITACE certificate for students with a CEF C2 score, awarded by the Ghent University Language Centre (Universitair Centrum voor Talenonderwijs, UCT), Linguapolis (University of Antwerp), the Leuven Language Institution (Instituut voor Levende Talen, ILT), or the Academic Language Centre (ACTo - VUB)</li> <li>- A C2 certificate from a university language centre</li> <li>- A C2 Proficiency certificate (certificate of Proficiency in English (CPE))</li> <li>- A Pearson Test of English Academic (PTE Academic), with a score of 85 or higher</li> <li>- Cambridge ESOL C2 tests, more specifically CPE certificates</li> </ul>

### Article 3 Language of instruction

#### §1. Language of instruction for the predoctoral training programme

The language of instruction for the predoctoral training programme is the same as the language mentioned on the course sheets for the required course units as shown in the electronic course catalogue.

#### Language of instruction for the doctoral training programme

The language of instruction used at Ghent University for educational activities in the context of the doctoral training programme is English, with the exception of certain activities that focus on other languages specifically, or in situations where all participating students use Dutch as their working language (cf. Article 2 regarding language requirements).

**§2.** The language used within the context of a joint doctorate is established in accordance with the relevant articles in part VI of this Education and Examination Code for Doctoral Matters.

**§3.** The regulations regarding the language of the doctoral dissertation are discussed in Article 13 of this Education and Examination Code for Doctoral Matters.

## PART III: THE PREDOCTORAL TRAINING PROGRAMME

### Article 4 Definition

**§1.** The predoctoral training programme is a learning track with a study load of at least 20 ECTS credits and may be imposed as an additional admission requirement for the doctorate for students who hold a final diploma that has been awarded by a foreign institution of foreign education, or for students who do not have a Master's degree.

When a predoctoral training programme is imposed as a requirement for prospective doctoral students, they must complete the programme before they can be admitted to the doctorate.

**§2.** The study programme overview for a predoctoral training programme comprises components of academic education as determined by the university board.

**§3.** For those who hold a final diploma awarded by a foreign university or a foreign institution of academic education, the study load consists of either 60 or 120 ECTS credits, depending on the prospective doctoral student's prior education. Each set of 60 ECTS credits consists of:

- a study package with a study load of 40 ECTS credits, comprised by the student under the guidance of the mentor and approved by the Faculty Council, consisting of course units from the Bachelor's and Master's programmes, academic and advanced academic programmes at Ghent University;
- and a literature assignment worth 20 ECTS credits, completed under guidance of the mentor who acts as title holder.

**§4.** Admission to the predoctoral training programme is granted on a case-by-case basis after examination of the admission request, in accordance with the provisions set out in Article 5.

**§5.** The faculty may grant exemptions for certain parts of the predoctoral training programme on the basis of previously acquired competencies (Eerder Verworven Competenties; EVC) or previously acquired qualifications (Eerder Verworven Kwalificaties; EVK).

**§6.** Granting admission to the predoctoral training programme does not imply admission to enrol for a doctorate. The prospective doctoral student may only request enrolment for the doctorate once s/he has successfully completed the predoctoral training programme, as set out in Article 12, Article 13 and Article 14 of this Education and Examination Code for Doctoral Matters.

### Article 5 Admission requirements for the predoctoral training programme

**§1.** The predoctoral training student is intended for prospective doctoral students who are required to pass a predoctoral training programme before they can be admitted to enrol for a doctorate. In order to be granted admission to the predoctoral training programme, a member of the professorial staff ('ZAP') must have agreed to act as mentor for the prospective doctoral student.

**§2.** For prospective doctoral students who hold a final diploma granted by a foreign institution of higher education, the Faculty Councils involved must provide the university board with advice on whether the prospective doctoral student is eligible for direct enrolment for the doctorate and the doctoral training programme, or whether they deem it necessary that the prospective doctoral student successfully completes a predoctoral training programme in advance. In case of the latter, the Faculty Council will consider whether the study load shall consist of either 60 or 120 ECTS credits. The Faculty Council then presents a proposal for an individual curriculum to the university board for approval.

**§3.** Before a prospective doctoral student who holds a final diploma awarded by a foreign institution of higher education is admitted to a predoctoral training programme, the mentor will

also assess whether the prospective doctoral student's language proficiency (English, French, or Dutch) are sufficient. This result of this assessment is disclosed as part of the proposal to the Faculty Council. If the prospective doctoral student's language proficiency is not sufficient, s/he will not be admitted to the predoctoral training programme.

**§4.** In some cases, proof of sufficient language proficiency for admission to the doctorate or the doctoral training programme is only required after the predoctoral training programme has been completed. The language requirements for the doctorate are set out in Article 2.

**§5.** For prospective doctoral students who do not hold a Master's degree and who are required to successfully complete a predoctoral training programme prior to being admitted to enrol for a doctorate, the Faculty Councils are authorised to allow them to apply for enrolment for the predoctoral training programme in question. The Faculty Councils examine the individual applications for enrolment and, if they have decided to grant admission, determine the study load and curriculum for the predoctoral training programme for the student concerned.

## Article 6 Enrolling in a predoctoral training programme

**§1.** Those participating in a predoctoral training programme are required to enrol as a student.

**§2.** All enrolments for a predoctoral training programme are subject to the stipulations in article 15 and following of the general [Education and Examination Code](#). The enrolment makes it mandatory for students to pay the tuition fee, in accordance with the stipulations in article 21 of the general [Education and Examination Code](#). In case of any (partial) refunds as a result of the termination of the contract, the provisions set out in article 34 of the general [Education and Examination Code](#) apply.

**§3.** Students enrolled in a predoctoral training programme are not eligible for a doctoral scholarship but may be eligible for a Ghent University scholarship for an amount of at least that which has been determined in the Belgian Royal Decree of 8 June 1983.

## Article 7 Persons with a final diploma awarded by a foreign higher education institution

The following provisions apply to predoctoral training programmes intended for holders of a final diploma awarded by a foreign institution of higher education:

- it may only be participated in as a full-time programme;
- the student enrolled in the predoctoral training programme acquires the status of 'student';
- late enrolment is possible at all times.

## Article 8 Initiative and approval

**§1.** For the purposes of this Education and Examination Code for Doctoral Matters, the general structure of the study programme overview for predoctoral training programmes for holders of a final diploma awarded by a foreign university or a foreign institution for academic education, is laid out. This generally structured study programme overview, with either 60 or 120 ECTS credits, has been included in the electronic course catalogue.

**§2.** The Faculty Council must provide advice pertaining to:

- the individual study programme overview: under the supervision of a mentor, the core structured study programme overview is completed with the addition of individually chosen course units;
- the language of instruction.

Whenever the Faculty Council delivers a favourable recommendation with regard to a proposal, the proposal is presented to the Rector for approval as part of the admission procedure for graduates with diplomas from foreign institutions. Every proposal that is presented to the Rector for approval must include the student's individual study programme overview components.

**§3.** The Faculty Council determines the study load and curriculum for the predoctoral training programme on a case-by-case basis for students who do not hold a diploma for a Master's programme. For every decision made by the Faculty Council with respect to imposing a predoctoral training programme on a student who does not hold a Master's degree, a copy is delivered to the Rector and the Government Commissioner within five calendar days. This notice contains an outline of the individual study programme overview that has been imposed on the student concerned.

**§4.** The predoctoral training programmes have the same qualification as the doctorate they precede, for instance: "Predoctoral training programmes in sciences: biology"/"Doctorate in sciences: biology".

The tuition fee for the predoctoral training programmes is determined on an annual basis by the university board as part of the task of determining the general tuition fees.

## Article 9 Assessment of the predoctoral training programme

**§1.** The assessment of parts of the curriculum of the predoctoral training programme is subject to the provisions set out in Article 24.

**§2.** Examination Board of the predoctoral training programme

The Examination Board of a predoctoral training programme is composed by the Faculty Council and always includes the professorial staff member acting as the prospective doctoral student's supervisor, in accordance with Article 5 §1. For each Examination Board of a predoctoral training programme, the Faculty Council assigns a chair and a secretary, who may or may not be examiners, and who are professorial staff members.

The competencies of this Examination Board are as follows:

- stating whether the student has passed (a deliberation set as part of) the predoctoral training programme;
- taking examination-related disciplinary decisions in accordance with Article 60.

Except in cases of material error, the Examination Board is not qualified to change examination marks during deliberations.

The deliberations of the Examination Board take place face-to-face or electronically.

The chair and secretary always check the deliberation lists for any material errors or anomalies and make these available to the members of the Examination Board (electronically or otherwise). The Examination Board may be assembled at the simple request of one of its members or the ombudsperson (cf. part V of the general Education and Examination Code).

The members of the Examination Board have a duty to attend deliberation meetings and to sign the attendance register if they convene face-to-face. If a member of the Examination Board is unable to attend the deliberation meeting, s/he is to report this to the chair of the Examination Board without delay. Any unjustified absences of members are reported to the Rector by the chair. The Examination Board can only deliberate legitimately if at least half of its members are present. Faculty ombudspersons are entitled to attend the deliberation meetings of the Examination Boards in an observer capacity.

**§3.** Two-step appraisal

The appraisal of the predoctoral training programme takes place in two steps: (1) the deliberation on the completed deliberation sets, and (2) the deliberation on the study programme.

1. Deliberations on the deliberation sets are organised in the fixed time periods as soon as the prospective doctoral student has taken the exams of all course units of a deliberation set of the predoctoral training programme.
2. The final deliberation on the predoctoral training programme is to occur immediately after the deliberation on the last remaining deliberation set.

Deliberations on the predoctoral training programme may take place in the examination periods set out in the academic calendar or at a different time. The Faculty Council is qualified to decide when deliberations on the predoctoral training programme can take place.

#### **§4. Decisions by the Examination Board**

If the prospective doctoral student has obtained at least 10 out of 20 for all course units of a deliberation set, s/he is declared to have passed the applicable full deliberation set by the Examination Board. If a prospective doctoral student has not passed all course units of the deliberation set, the Examination Board may – after a secret ballot or otherwise – make a substantiated decision that s/he is still declared to have passed this deliberation set.

Without prejudice to the authority to deliberate of the Examination Board, prospective doctoral students are declared to have passed the predoctoral training programme if they have obtained a credit certificate for all course units to be taken and/or if they have been declared to have passed all deliberation sets of the predoctoral training programme.

Unless a member of an Examination Board or a faculty ombudsperson requests for the decision to be brought to the vote, the chair's proposal for the final appraisal is accepted as the general consensus. The decisions by an Examination Board of a predoctoral training programme are carried by simple majority of the votes. Abstentions are not taken into consideration when voting. In the event of a tie, the decision is in the prospective doctoral student's favour.

The deliberation decisions of an Examination Board are to be substantiated and recorded in a report, along with the attendance register of the members of the Examination Board. These reports are kept on file for five years, after which they are transferred to the University archives for storage. Prospective doctoral students have the right to peruse the sections of the report that refer to them. If they wish to do so, they must contact the Faculty Student Administration (see part X).

Students are notified of the exam decision within fifteen calendar days after the date of the Examination Board meeting. The results of students who have passed the predoctoral training programme may be made public.

#### **§5. Appeal**

Students may file an appeal against the exam decision by the Examination board with the Institutional Appeals Committee. Article 89 of the general Education and Examination Code applies.

### **Article 10      Qualification and certification framework**

**§1.** Upon completion of the predoctoral training programme, a certificate is awarded by the Rector. The text on the “predoctoral training programme” certificate consists of Ghent University's logo, the student's personal data and the text “has successfully completed the predoctoral training programme in question” (Dutch: “heeft met goed gevolg de desbetreffende predoctorale opleiding afgelegd”).

**§2.** The “predoctoral training programme” certificates are created centrally within the Department of Educational Policy. They are signed by the Rector and are supplied with Ghent University’s dry seal. There are no grades of merit.

**§3.** If a predoctoral training programme is organised in a language other than Dutch, the certificate is awarded in Dutch as well as in the other language of instruction.

#### Article 11      Quality control

**§1.** The organising faculty or entity is responsible for the internal quality control of the predoctoral training programme. They must always tend to the quality of their educational activities and must do so on their own initiative. Amongst other things, students may be asked to evaluate the programme they are following.

## PART IV: THE DOCTORATE AND THE DOCTORAL TRAINING PROGRAMME

### Section 1: Administration and reporting

#### Article 12 Admission requirements for the doctorate and the doctoral training programme

##### **§1. Holders of a Belgian diploma**

It is a general access requirement for students who want to enrol for the preparation of a doctoral dissertation that they hold a Master's degree awarded by a recognised Belgian institution of higher education. The faculty may undertake a complementary inquiry to assess the prospective doctoral students' aptitude for conducting scientific research in the relevant discipline and recording the results of any such research efforts in a dissertation.

Prospective doctoral students who do not hold a Master's degree are required to pass a predoctoral training programme (cf. part III of this Education and Examination Code for Doctoral Matters).

In addition, prospective doctoral students must successfully complete the admission procedure as set out in Article 13.

##### **§2. Holders of a non-Belgian diploma**

Holders of a non-Belgian diploma may be admitted to the doctorate and the doctoral training programme after an [admission procedure](#) (cf. article 12 and following of the general [Education and Examination Code](#)) which may include the requirement to successfully complete a predoctoral training programme (as determined in part III). In addition, prospective doctoral students must successfully complete the admission procedure as set out under Article 13.

##### **§3. Language requirements**

The language requirements for the doctorate and the doctoral training programme are stipulated in Article 2 of this Education and Examination Code for Doctoral Matters.

**§4.** Admitting prospective students to the doctorate, to the Ghent University Doctoral Training Programme and to the doctoral exam, as well as awarding the doctoral title and the certificate for the doctoral training programme, falls under the competence of the faculty.

**§5.** Admission to the Ghent University Doctoral Training Programme is inherent to the admission to the doctorate, and enrolment happens simultaneously.

**§6.** Doctoral students follow their Ghent University Doctoral Training Programme within the same faculty in which they intend to complete their doctorate.

**§7.** It is not possible to enrol for the Ghent University Doctoral Training Programme through a credit contract or an exam contract.

#### 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 (contact: Faculty Education Services, FDO), 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.



**§2.** When they report, the prospective doctoral students will provide the following information: the proposed research topic of the doctorate, the doctoral title they intend to acquire, the language in which the dissertation will be written, and the choice of Doctoral School. They will also inform the Faculty Council of the diplomas they obtained or the documents that may allow them to obtain the doctoral title.

**§3.** Students can take their doctorate under the joint supervision of Ghent University and one or several other partner institutions. They can do this by means of a co-operation agreement between the student and the institutions concerned, in accordance with the stipulations in part VI. There may be no departures from the requirement to submit an annual self-reflection report (Article 18) or from the requirement to re-enrol as a doctoral student at Ghent University every year (Article 19).

**§4.** Students may also take 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 accordance with the stipulations in part V.

**§5.** On the basis of the submitted file, the Faculty Council decides whether or not the doctoral 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 title.

Doctoral dissertations are to be written in Dutch or in English. However, after a substantiated and written request from the doctoral student, permission may be granted by the Faculty Council for the whole or part of the dissertation to be written in another language. 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 (cf. Article 2 §4), unless the student is exempted from such an obligation pursuant to the provisions of Article 2 §2.

The Faculty Council decides if the doctoral training programme is to be followed in full or only partly (cf. Article 21 §5), will determine the curriculum of this possibly mandatory doctoral training programme and will also set a date by which the obligation is to be met (in accordance with the particular structure of the programme, as well as the stipulations provided in Article 20 and following in this Education and Examination Code for Doctoral Matters and, if applicable, the supplementary faculty regulations).

The Faculty Council may alter any part of the admission file referenced in §1-4 of this article in the course of their investigation, in accordance with the stipulations of the supplementary faculty regulations. It will also confirm that the prospective doctoral student has been accepted into the Doctoral School of his/her choice, as determined in Article 14 §5.

## [Article 14](#)     [First enrolment for the doctorate and the doctoral training programme](#)

### **§1.** Enrolment period

As soon as the doctoral student has been granted admission to the doctorate and the doctoral training programme, s/he is to enrol as a doctoral student as soon as possible and within the academic year to which the permission is applicable. A first (provisional) enrolment for the

doctorate and the doctoral training programme can be arranged at any time in the course of the academic year.

**§2.** As for the regulations concerning enrolment fraud, validity of the enrolment, student card and certificates, personal details updates, Ghent University account, enrolling for multiple study programmes, and the special status for students, the regulations stipulated in article 17 and following of the general [Education and Examination Code](#) apply.

**§3.** Tuition fee

The enrolment makes it mandatory upon students to pay the tuition fee, in accordance with the stipulations of article 21 of the general [Education and Examination Code](#). As regards the potential reimbursement for tuition fees in the event that the contract is terminated, the stipulations in article 34 of the general Education and Examination Code apply.

**§4.** The actual enrolment formalities are handled by the Registrar's Office of the Department of Educational Policy, as is stated on the [relevant web page](#).

**§5.** Every student who has been granted admission to enrol in the doctorate and the Ghent University Doctoral Training Programme must also enrol in a Doctoral School of their choosing at the same time. Together with the supervisor, the prospective doctoral student decides which Doctoral School best fits his/her research topic. The faculty concerned confirms this choice as part of the admission to the doctorate and the doctoral training programme.

**§6.** Researchers enrolled in the doctorate and the Ghent University Doctoral Training Programme are granted access to the activities provided by the Doctoral Schools (cf. Article 20).

## Article 15      [Guidance of doctoral students](#)

**§1.** The Faculty Council guarantees that all doctoral students who enrolled for the first time for the doctorate and the doctoral training programme from the academic year 2015-2016 onwards will be supervised by at least two people, either by appointing more than one supervisor or by assigning a doctoral advisory committee, or in another way that is to be determined by the faculty.

**§2.** The supervisor(s), doctoral advisory committee and/or other mentor(s) are responsible for the support, follow-up, and appraisal of the doctoral student throughout the entire study and research period. One supervisor is appointed as the main supervisor with administrative responsibilities (cf. Article 13 §1 and §5).

A relative by blood or by marriage up to and including the fourth degree is not allowed to act as a supervisor, a member of the doctoral advisory committee or a mentor. Any relations arising from a legal partnership are hereby considered equivalent to those arising from marriage.

If this relationship is created after the supervisor, member of the doctoral advisory committee or mentor has been appointed, the person in question will request a replacement. Similar measures must be taken if, for reasons of personal involvement with the student, it may not be possible to offer good guidance or remain objective while evaluating (the progress of) the dissertation.

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

**§4.** The Faculty Council appoints the doctoral advisory committee, in accordance with faculty regulations or at the doctoral student's request. If no doctoral advisory committee is assigned,

the (administrative) supervisor (responsible) will take on all the duties and responsibilities of the doctoral advisory committee, except for those mentioned in Article 18 §5 and §6, which are taken up by the Doctoral Committee (or, if no Doctoral Committee has been composed, the committee which the Faculty Council has assigned these tasks and responsibilities).

**§5.** The doctoral advisory committees consist of 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 supervisor(s), and preferably an outside expert unrelated to 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.

**§6.** Each year, the doctoral advisory committee will review the self-reflection report in which the doctoral student reports on the progress in his/her doctoral research (as described in Article 18).

**§7.** The doctoral advisory committee decides the individual curriculum of the doctoral training programme. It does so in joint consultation with the doctoral student and without prejudice to any stipulations on mandatory doctoral training programmes.

**§8.** The doctoral advisory committee will formulate a recommendation on submitting the dissertation with the Faculty Council.

**§9.** The doctoral advisory committee is 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 (in accordance with Article 25).

## Article 16 Data management

**§1.** Doctoral students with a first enrolment from the academic year 2020-2021 must draw up a data management plan (DMP) at the start of their research and submit this plan no later than six months after their enrolment for the doctorate in the manner requested by the administration. The DMP must be drawn up on the basis of one of the templates made available at DMPonline.be. The preparation of a DMP is preferably also performed using this tool. Doctoral students who are already required to draw up a DMP for their own faculty or an external fund may submit the same DMP in order to comply with this requirement.

**§2.** Doctoral students are expected to keep their DMP up to date during the duration of the project and be able to account for the data management of their project at all times. At the end of the project, but before the public defence of their dissertation, doctoral students must submit the final version of their DMP (cf. Article 30 §3)

## Article 17 Requirements regarding property rights and valorisation

**§1.** In pursuance of article 4 of the General Research and Co-operation Regulations of Ghent University Association (“Algemeen Onderzoeks- en Samenwerkingsreglement van de Associatie Universiteit Gent”, AOSR), all doctoral students who are considered voluntary researchers in accordance with article IV.48 of the Codex Higher Education transfer all property rights of their research results to Ghent University upon enrolment. Unless stated otherwise in their contract, all doctoral students are treated as researchers at Ghent University as far as the implementation is concerned of all applicable regulations on the valorisation of research results.

**§2.** The supervisor(s) and the doctoral students see to it that all research results that can create value are reported to the Technology Transfer Office prior to publication in any which shape or

form, in accordance with the AOSR. Further information about this subject can be found on [the relevant web page](#).

## Article 18      The self-reflection report

**§1.** Doctoral students will report regularly, at their own initiative or when requested, on the progress in their research to the doctoral advisory committee or their supervisor(s). They will do this by means of the electronic platform provided by the Doctoral Schools Office (DSO).

**§2.** Between 1 April and 30 June of the ongoing academic year, all doctoral students are to submit an annual self-reflection report to the doctoral advisory committee or, in the absence of such a committee, the supervisor(s). The self-reflection report consists of, at the least, a research report covering the progress of the research. If the doctoral student must also complete a doctoral training programme, this will also be covered in the report. In this case, the self-reflection report will also be presented to the faculty. The first self-reflection report must contain at least a working plan for the doctoral research.

**§3.** Doctoral students who first enrolled for the doctorate and the doctoral training programme after 31 May of the ongoing academic year are not required to submit a self-reflection report (cf. Article 19 §2).

**§4.** Based on the research report included in the self-reflection report, the doctoral advisory committee or, in its absence, the supervisor(s) formulate(s) an annual report on the doctoral students' progress in their research and, if applicable, their doctoral training programme. This report is to expressly state whether the research offers sufficient doctoral opportunities within a reasonable time span. The report is drawn up on an annual basis and its contents are communicated in a personal conversation with the students. As such, the students are given the opportunity to provide any additional argumentation. The research paper included in the self-reflection report and the evaluation report is transferred to the DSO, which handles the administrative follow-up for these documents. The directors of the Doctoral Schools report to the faculties concerned on an annual basis.

Doctoral students may be assisted by a Flemish Sign Language interpreter, a speech-to-text interpreter, or an interpreter of another sign language (<https://www.vaph.be/tolk>). Other than an interpreter, third parties are not allowed to attend these meetings. The supplementary faculty regulations may determine any possible modalities to set and follow up on meetings between the doctoral student and the doctoral supervisory committee.

**§5.** If the doctoral advisory committee or, in its absence, the supervisor(s) believe(s) that the research offers sufficient doctoral opportunities within a reasonable time span, the administrative supervisor responsible will draw up a favourable (i.e., positive) written report on the research paper included in the self-reflection report. This invariably means that the student in question is allowed to enrol for the following academic year, in accordance with the stipulations of Article 19. The report may also include recommendations or requirements concerning the research progress in that year. Both the self-reflection report and the positive feedback are also delivered to the relevant Doctoral School for further follow-up.

**§6.** If the doctoral advisory committee or, if no doctoral advisory committee has been appointed, 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 paper 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).

The competent committee will investigate the unfavourable recommendation from the supervisor(s) within sixty calendar days. This committee checks, among other things, whether the doctoral student has been given the opportunity to make sufficient research progress. To this end, the doctoral student and the supervisor(s) are invited to a hearing. The faculty ombudsperson for doctoral students may attend the meeting(s) of the competent committee as an observer. At the hearing, the doctoral student may be assisted by a confidential advisor, a counsellor, or an interpreter. At the express request of the doctoral student, the set period of sixty calendar days can be extended by a period of sixty calendar days if the doctoral student cannot be heard due to proven medical reasons. If a hearing can still not be organised after the extension period due to proven medical reasons, the doctoral student can submit a written defence. The modalities for this hearing can be laid down in the supplementary faculty regulations.

If the competent committee finds that the research does not offer sufficient doctoral opportunities within a reasonable time span, it will forward this unfavourable recommendation to the faculty office where the doctoral student is enrolled. Then, within a period of ten calendar days, the faculty office decides whether the doctoral student will be allowed or refused permission to re-enrol, in accordance with the provisions of Article 22, and will submit this decision to the Doctoral Schools Office for follow-up, unless procedural irregularities are identified, in which case the committee responsible may ask to retake the procedure. The Rector will communicate this decision to the doctoral student in writing within thirty calendar days.

If the competent committee finds that the research does offer sufficient doctoral opportunities within a reasonable time span, it will forward a favourable recommendation to the faculty office where the doctoral student is enrolled within sixty calendar days. If necessary, the faculty office may appoint a new supervisor on the recommendation of the competent committee. The favourable recommendation implies that the doctoral student is allowed to enrol for the doctorate and the doctoral training programme for the following academic year, in accordance with the provisions of article 19, if necessary, under the guidance of another supervisor. The doctoral student will be informed of this decision in writing within thirty calendar days.

**§7.** An appeal may be filed against the decision of the faculty office (cf. §6) to the Institutional Appeals Committee, as stipulated in article 89 of the general [Education and Examination Code](#).

#### Article 19      [Re-enrolment for the doctorate and the doctoral training programme](#)

**§1.** Doctoral students are required to re-enrol every year within the fixed enrolment period stipulated in article 15 of the general [Education and Examination Code](#), until they have successfully defended their doctoral dissertation, regardless of their type of appointment or funding.

**§2.** Doctoral students who, in accordance with the stipulations in Article 19, enrol for the first time for the doctorate and the doctoral training programme after 31 May of the ongoing academic year are not required to submit a self-reflection report and may re-enrol for the following academic year without any additional preconditions.

**§3.** Doctoral students who first enrolled in the academic year 2020-2021 and who are re-enrolling for the first time, may only do so if they have successfully completed the mandatory introduction programme (cf. Article 20 §3).

**§4.** Doctoral students who have enrolled for the doctorate and the doctoral training programme and who are required to submit a self-reflection report between 1 April and 30 June of the ongoing academic year may re-enrol if the following conditions have been met:

- the doctoral advisory committee or, in its absence, the supervisor(s) have given positive feedback on the self-reflection report, in accordance with Article 18;
- the doctoral student has received written permission to re-enrol from the Rector, in accordance with Article 18;
- the doctoral student has received permission to re-enrol from the faculty after a new supervisor has been appointed, in accordance with Article 18;

**§5.** Re-enrolment will be refused if the self-reflection report received negative feedback, in accordance with Article 18

**§6.** Re-enrolment may be refused if the terms of the contract have been breached in case of a joint doctorate (cf. part VI).

## Section 2: The doctoral training programme

### Article 20 Definition of the doctoral training programme

**§1.** The Ghent University doctoral training programme is a flexible study programme which is offered within a faculty and is organised by the DSO. The training programme is intended to broaden as well as deepen the knowledge and competencies of doctoral students, in preparation of a doctoral dissertation.

**§2.** The Doctoral Schools are in charge of the doctoral training programme, in joint consultation with the faculties concerned (cf. Article 21).

**§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).

**§4.** Upon the successful completion of the full doctoral training programme's curriculum and after the recommendation of the Doctoral School, the faculty awards a certificate that is given by the Rector (cf. Article 25).

**§5.** The Dutch name of this programme is: Doctoraatsopleiding Universiteit Gent.

**§6.** The language of instruction in the context of the Ghent University Doctoral Training Programme is described in Article 3 in this Education and Examination Code for Doctoral Matters.

### Article 21 Curriculum of the doctoral training programme

**§1.** The components that make up the doctoral training programme are the same for all doctoral students at Ghent University. Apart from the mandatory components set out in §4, the specific curriculum may be determined by each doctoral student individually, or for certain groups. For every doctoral student who first enrolled in the academic year 2020-2021 or later, the Ghent University Doctoral Training Programme consists of at least the mandatory digital introduction programme that is provided by the Doctoral Schools via Ghent University's digital learning environment. Together with the doctoral student, the doctoral advisory committee or,

in its absence, the supervisor(s) is (are) responsible for structuring the doctoral student's individual curriculum, without prejudice to any stipulations in supplementary doctoral regulations provided by a faculty (cf. §6). The Doctoral School the doctoral student is part of monitors the quality of each of the components of the curriculum.

**§2.** The study programme for the Ghent University Doctoral Training Programme, which is organised within the various Faculties and for which the curriculum is offered within the DSO, is stipulated in the electronic course catalogue.

**§3.** The components of the doctoral training programme are approved by the Executive Board. The DSO is responsible for the concrete organisation of the offer.

**§4.** In every faculty, the study programme includes the following components:

<b>Components doctoral training programme</b>	<b>Mandatory doctoral training programme</b>	<b>Complete doctoral training programme (minimum requirement doctorate certificate)</b>	<b>Faculty-mandated doctoral training programme (if applicable)</b>
<p>1) Introduction programme A digital learning path providing information about the support available to doctoral students. Information about: the doctoral training programme and the available courses in the doctoral training programme; relevant regulations; ethical and legal requirements pertaining to the doctoral research; professionalisation; research support specific to international doctoral students; general information about health and wellbeing.</p>	X	X	The maximum requirement the faculty can impose is a doctoral training programme consisting of the complete doctoral training programme + 30 ECTS credits in regular course units.
<p>2) Research-related activities:</p> <ul style="list-style-type: none"> <li>• One publication (minimum requirement: accepted) belonging to one of the following categories: A1 publication, P1 publication, article in a journal included in the VABB list of journals, book published by a publisher included in the VABB list of publishers, chapter in a book published by a publisher included in the VABB list of publishers.</li> <li>• Three oral presentations or posters presented during a national or international conference.</li> </ul>		X	

<p>3) In-depth studies: Three specialised courses organised or recognised by the Doctoral School the doctoral student is part of. Regular course units and units that are part of lifelong learning programmes may also be recognised as specialised courses.</p>		X	
<p>4) Doctoral seminars in transferable skills: Three courses relating to transferable skills, organised, or recognised by the Doctoral School the doctoral student is part of, chosen from three of the four following clusters: (1) communicative skills, (2) research and valorisation, (3) career management and (4) leadership and self-management. Regular course units and units that are part of lifelong learning programmes may also be recognised as doctoral seminars in transferable skills.</p>		X	
<p>5) Yearly report about the progress made regarding the research and the doctoral training programme: All doctoral students are required to submit a yearly report about the progress made regarding the research and the doctoral training programme. The report is to be submitted via the electronic platform provided by the Doctoral Schools (cf. Article 21).</p>	X	X	
<p>6) Doctoral defence</p>	X	X	

**§5.** After receiving a favourable recommendation from the Doctoral School the doctoral student is part of, the faculties may grant exemptions in categories 2 through 4 for every doctoral student who can prove they have mastered relevant previously acquired competencies or knowledge, who is enrolled in a joint doctorate and/or who holds a “sandwich” scholarship (type of funding used when part of the research is preformed abroad). Exemptions may be granted based on parts of a doctoral training programme organised by a different institution that were completed prior to starting the doctoral research at Ghent University, competencies acquired as part of the student’s professional career (e.g. business) prior to starting the doctoral research at Ghent University, or regular course units or seminars from Bachelor’s, Master’s or advanced Master’s programmes, a preparatory or linking course or a postgraduate



programme organised by Ghent University or a different institution of higher education that were completed prior to starting the doctoral research. Exemptions cannot be granted based on course units from the programme which forms the basis for the enrolment for the doctorate and the doctoral training programme.

There can be no exemptions for the yearly self-reflection report or for the doctoral defence.

After receiving a favourable recommendation from the involved director of the Doctoral School, exemptions for the mandatory introduction programme may be granted in the following cases (amongst others): for doctoral students who first enrolled in the academic year 2020-2021 and who, after having been disenrolled for a minimum of one year, must re-enrol in or after the academic year 2020-2021, or for doctoral students who enrol solely to complete the doctoral exam at Ghent University after a period of independent research without affiliation.

**§6.** The faculties may partially or fully impose the components 2, 3 and/or 4 of the doctoral training programme (cf. §4) as requirements for certain students, groups of students, or certain doctoral titles. Components 2, 3 and 4 are fully mandatory for faculty-mandated doctoral training programmes. In addition, the category concerning in-depth studies can be supplemented by the faculties with a set of regular course units which may not exceed the total study load of 30 ECTS credits.

Based on objective criteria, the faculties must clearly define for which graduates or for which doctoral titles the faculty-mandated doctoral training programme is mandatory. This is defined in the supplementary faculty regulations. When granting admission to the doctorate, the Faculty Council imposes this requirement on the doctoral students for whom it is applicable.

The faculties may grant exemptions for the faculty-mandated doctoral training programmes to every doctoral student who can prove they have mastered relevant previously acquired competencies or knowledge, who is enrolled in a joint doctorate and/or who holds a “sandwich” scholarship (type of funding used when part of the research is preformed abroad).

The faculties may define a maximum duration for the period within which the faculty-mandated doctoral training programme must be successfully completed. If this maximum period has not been defined, doctoral students must be able to prove that they have successfully completed the faculty-mandated doctoral training programme (excluding the doctoral defence) in order to be admitted to the second part of the doctoral exam (public defence).

**§7.** Provided they have permission from their supervisor, every student has the right to also voluntarily follow: three doctoral seminars in transferable skills organised by the Doctoral Schools (depending on availability), three specialised courses organised by the Doctoral Schools (depending on availability) and 30 ECTS credits worth of regular course units. The study load for these additional components is subject to the limitation that it, together with the study load for the part of the curriculum set out in §4, 5 and 6 in this article, may never exceed the equivalent of six specialised courses (including the specialised courses that are realised in the form of regular course units), or 30 ECTS credits worth of regular course units, and six doctoral seminars in transferable skills. As for course units that are not part of the complete doctoral training programme described in §4, doctoral grant holders may submit an objection in the case of a rejection by the supervisor. In this case, the objection is submitted to the Doctoral School Board involved.

**§8.** Regular course units from postgraduate programmes and advanced Master’s programmes with special tuition, and units that are part of lifelong learning programmes may be accepted as part of the curriculum, provided that they also meet the approval requirements, including financial arrangements. These course units can be included in a student’s curriculum as an elective within Bachelor’s programmes or Master’s programmes subsequent to Bachelor’s programmes, or as part of the course units in the Ghent University Doctoral Training

Programme that are part of a Master's programme with special tuition, a postgraduate programme, or a lifelong learning programme.

## Article 22 Enrolment for components of the doctoral training programme

**§1.** Enrolment for the various components of the doctoral training programme is subject to the following modalities:

- Enrolment for specialised courses and doctoral seminars in transferable skills, organised by the Doctoral Schools, is subject to the procedures set out by the DSO.
- Enrolment for the specialised courses and doctoral seminars in transferable skills, recognised by the Doctoral Schools, is subject to the procedures set out by the organising institution.
- Enrolment for regular course units organised by Ghent University is subject to the procedures that are in force within the university.
- Enrolment for regular course units organised by other institutions is subject to the procedures set out by the organising institution.

**§2.** Doctoral students who must follow a faculty-mandated doctoral training programme report about their progress in an annual self-reflection report, which is handed in to the faculty (cf. Article 18).

## Article 23 Description of the components of the doctoral training programme

**§1.** For the components of the Ghent University Doctoral Training Programme described in Article 21 §4, the following definitions shall apply:

1. Mandatory introduction programme (for all doctoral students who first enrolled in the academic year 2020-2021 or later): A digital learning path providing information about the available support for doctoral students. This includes information about the doctoral training programme and the available courses in the doctoral training programme, the relevant regulations, ethical and legal requirements pertaining to the doctoral research, professionalisation, research support specific to international doctoral students and the general information about health and wellbeing.
2. One publication (minimum requirement: accepted) belonging to one of the following categories: A1 publication, P1 publication, article in a journal included in the VABB list of journals, book published by a publisher included in the VABB list of publishers, chapter in a book published by a publisher included in the VABB list of publishers.
  - 2.1. A1 publication: A publication, published in a journal, included in the Science Citation Index Expanded, the Social Science Citation Index, or the Arts and Humanities Citation Index, which can be assigned to one of the following publication document types: "article, letter, note, review, proceedings paper".
  - 2.2. P1 publication: A publication that is a part of an international scientific conference, included in the Conference Proceedings Citation Index-Science (CPI-S) or the Conference Proceedings Citation Index-Social Science & Humanities (CPI-SSH).
  - 2.3. VABB list of journals: The list of scientific journals that had been compiled by the Authoritative Panel based on publications included in the Flemish Academic Bibliographic Database for the Social Sciences and Humanities (VABB-SHW), including all modifications that were approved by the Authoritative Panel at a later moment.

- 2.4. VABB list of publishers: The list of scientific publishers and book series that has been compiled by the Authoritative Panel based on publications included in the Flemish Academic Bibliographic Database for the Social Sciences and Humanities (VABB-SHW), including all modifications that were approved by the Authoritative Panel at a later moment.
3. Oral presentation or poster presented during a national or international conference: A national conference is organised by a national scientific committee, is a public event and uses English, a national language and/or a forum language as the official conference language(s).
    - An international conference is organised by an international scientific committee, is a public event and uses English and/or a forum language as the official conference language(s).
    - Oral presentations or posters presented during local conferences, colloquia, or symposia for doctoral graduates, closed scientific meetings (e.g., those organised by doctoral advisory committees) etc. are not eligible for approval for the Ghent University Doctoral Training Programme. The doctoral student's supervisor decides whether a conference meets the stipulated criteria.
  4. Specialised course: The specialised course is organised or recognised by the Doctoral School the doctoral student is part of. If a student wishes to follow a course that has not been organised or recognised by the Ghent University Doctoral School, the student must request recognition prior to the commencement of the course.
    - A specialised course has a minimum duration of fifteen contact hours and is intended mainly for doctoral students (third-cycle studies).
    - The evaluation method for a specialised course is determined during the course's introduction. The doctoral student must successfully participate in the specialised course in order to include it as part of the doctoral training programme. "Successful participation" requires, at the least, active participation in the course.
    - Regular course units from a doctoral training programme organised by Ghent University or a different institution of higher education may be recognised as specialised courses.
    - In exceptional cases, regular course units from a Master's programme, an advanced Master's programme or a postgraduate programme organised by Ghent University or a different institution of higher education may be recognised as specialised courses.
    - The evaluation method for regular course units is determined during the course unit's introduction. The doctoral student must pass the regular course unit in order to include it as part of the doctoral training programme.
  5. Doctoral seminars in transferable skills: The seminar is organised or recognised by the Doctoral School the doctoral student is part of. If a student wishes to take part in a seminar that has not been organised or recognised by the Ghent University Doctoral School, the student must request recognition prior to the commencement of the seminar.
    - A doctoral seminar has a minimum duration of six contact hours.
    - The evaluation method for a doctoral seminar is determined during the course's introduction.
    - The doctoral student must successfully participate in a doctoral seminar in order to include it as part of the doctoral training programme. "Successful participation" requires, at the least, active participation in the course.

- If appropriate, regular course units from a Master's programme, advanced Master's programme, postgraduate programme, or a doctoral training programme may also be recognised as a doctoral seminar.
- The evaluation method for regular course units is determined during the course unit's introduction. The doctoral student must pass the regular course unit in order to include it as part of the doctoral training programme.

**§2.** For the regular course units which, as described in Article 21 §6, may be imposed as a requirement by the faculty, the following definition shall apply:

- The regular course unit is part of a Bachelor's programme, a Master's programme, an advanced Master's programme, a preparatory or linking programme, a postgraduate programme or a doctoral training programme organised by Ghent University or by a different institution of higher education.
- The evaluation method for regular course units is determined during the introduction of the course unit. The doctoral student must pass the regular course unit in order to include it as part of the doctoral training programme.

**§3.** For the regular course units described in Article 21 §7, the following definition shall apply:

- The regular course unit is part of a Master's programme, an advanced Master's programme, a postgraduate programme, or a doctoral training programme organised by Ghent University or by a different institution of higher education. In exceptional cases and with the explicit consent of the supervisor and/or the doctoral advisory committee, regular course units from a Bachelor's programme preceding the Master's programme, or a preparatory or linking programme may be included in the doctoral training programme.
- The evaluation method for regular course units is determined during the introduction of the course unit. The doctoral student must pass the regular course unit in order to include it as part of the doctoral training programme.

## Article 24 Evaluation of components of the predoctoral training programme and the doctoral training programme

### §1. Regular course units

The evaluation and examination methods as laid down and made public under articles 49, 50 and 51 and 75 of the general [Education and Examination Code](#) apply for all regular course units that belong to Bachelor's and Master's programmes, preparatory and linking courses, postgraduate programmes (with the exception of the predoctoral training programmes), and educational Master's programmes.

### §2. Regular course units organised by the DSO

Regular course units organised by the DSO as part of the doctoral training programme are evaluated with the examination methods and at the evaluation moments that are determined by the lecturers concerned and ratified by the Doctoral School Boards or the collegial body of the directors of the Doctoral Schools when they confirm the relevant course units and course sheets. The students are informed of these evaluation arrangements no later than at the start of the educational activities.

### §3. Specialised courses and the doctoral seminars in transferable skills organised by the DSO

The specialised courses and the doctoral seminars in transferable skills organised by the DSO as part of the doctoral training programme are evaluated with the examination methods and at the evaluation moments that are determined by the lecturers concerned and ratified by the Doctoral School Directors or the collegial body of the directors of the Doctoral Schools at the

time of approval. The students are informed of these evaluation arrangements no later than at the start of the educational activities.

#### **§4. Research-related activities**

With reference to research-related activities conducted as part of the doctoral training programme, active participation is a requirement to valorise these within the doctoral training programme. Doctoral students are to annually compile an inventory of their activities and, if applicable, submit these to the doctoral advisory committee. They also must submit a final overview of the research-related activities that are to be taken up in the curriculum to the assessment committee.

#### **§5. Replacement of the examiner**

Article 76 of the general Education and Examination Code applies to the evaluation of parts of the curriculum of the (pre)doctoral training programme.

#### **§6. Image and/or sound recording**

Students or third parties are not allowed to make any image and/or sound recordings of an evaluation or an examination as part of the (pre)doctoral training programme, except when these evaluations or examinations take place through video conferencing. Prohibited recordings are inadmissible as evidence in administrative or legal proceedings and are also to be destroyed at the first request. For the doctoral exam, the provisions of Article 29 and Article 30 are in place.

Examiners and/or observers are allowed to make image and/or sound recordings for the purposes of evaluation, feedback and preventing and examining irregularities or fraud as part of the educational duties of Ghent University, provided that the student has been informed about the recording before the evaluation commences.

#### **§7. Examination mark**

The result of the evaluation of each regular course unit, specialist course or research-related activity is expressed in a single examination mark. This examination mark for the regular course unit is a whole number, ranging from 0 up to and including 20, and is calculated in accordance with the method specified in the course sheet.

For units from the doctoral training programme for which the result is not expressed in an examination mark - such as lifelong learning programmes, specific specialised courses or doctoral seminars in transferable skills staged by the Doctoral Schools – the result of the evaluation is expressed as “passed” or “not passed”.

Doctoral students taking regular course units and sitting exams at a domestic or foreign institution of higher education as part of the doctoral training programme, are awarded examination marks by Ghent University upon their return. These examination marks are awarded in accordance with the local grade awarded per course unit based on a conversion (in accordance with the guidelines in the ECTS Users’ Guide), the procedure of which is described on the [relevant web page](#).

Doctoral students who, within the framework of the doctoral training programme, are taking course units at a domestic or foreign institution of higher education for which the result is not expressed in an examination mark will be awarded the result “passed” or “not passed” upon their return.

Doctoral students who, within the framework of the doctoral training programme, are taking specialised courses or doctoral seminars to improve particular skills at a domestic or foreign institution of higher education, are required to submit these for approval to the doctoral advisory committee or, in its absence, the supervisor(s), in order for them to be acknowledged as part of their curriculum.

#### **§8. Credit certificate**

For all regular course units taken as part of the (pre)doctoral training programme for which the student obtained at least 10 out of 20 or the evaluation “passed”, the student obtains a credit certificate which complies with the provisions set out in paragraphs 2 and 3 of article 57 of the general Education and Examination Code.

The credit certificate is obtained after the closing of the relevant examination period if it involves regular course units from Bachelor’s and Master’s programmes, preparatory and linking courses, postgraduate programmes (with the exception of the predoctoral training programmes), and educational Master’s programmes. For regular course units organised by the Doctoral Schools as part of the doctoral training programme, the credit certificates are obtained on the day after the day of the evaluation.

Specialised courses and doctoral seminars in transferable skills staged by the Doctoral Schools within the framework of the doctoral training programme are not regular course units and cannot lead to any credit certificates. At the request of the doctoral student, the organising Doctoral Schools may award certificates for these courses and seminars.

#### **§9. Observer**

For the evaluation of regular course units, (prospective) doctoral students and examiners may request for an observer to sit in on oral examinations in accordance with the provisions set out under article 77 of the general Education and Examination Code.

### **Article 25      Assessment of the doctoral training programme**

**§1.** Those who successfully complete the complete Ghent University Doctoral Training Programme (including submitting the annual self-reflection report and a successful doctoral defence), will receive the certificate of the Ghent University Doctoral Training Programme.

**§2.** The certificate is signed by the Rector and states that the doctoral student has “successfully completed” the Ghent University Doctoral Training Programme (Dutch: “met goed gevolg afgelegd”).

**§3.** The appraisal of the doctoral training programme consists of two steps:

1. The appraisal of the completeness of the curriculum and the successful completion of all its units - with the exception of the defence of the doctoral dissertation - is conducted by an assessment committee consisting of the director of the Doctoral School (who will also act as the chair of the assessment committee) the doctoral student is part of and the members of the doctoral advisory committee or, failing any such committee, the supervisor(s). Article 76 §2 of the general [Education and Examination Code](#) applies to this appraisal.

This appraisal occurs prior to the meeting of the Faculty Council, as specified under Article 26. To this end, the doctoral student is to provide the chair of the assessment committee with proof that, with the exception of the defence of the doctoral dissertation, the required programme of the doctoral training programme was completed. S/he is to submit the relevant documents at least twenty working days ahead of the meeting of the Faculty Council concerned.

The recommendation of the assessment committee is sent to the faculty.

The assessment committee also has the authority to take examination-related disciplinary decisions in accordance with Article 60.

2. The fact that the doctoral student has passed the doctoral training programme after his/her successful public defence of the doctoral dissertation will be authenticated by means of a certificate. The Examination Board (cf. Article 27) establishes whether the doctoral student meets the requirements to obtain this certificate.

**§4.** The decisions by the assessment committee and the Examination Board are to be substantiated and included in a report, together with the attendance register of the members of the assessment committee and the Examination Board. These reports are kept on file for five years, after which they are transferred to the University archives for storage. Doctoral students have the right to peruse these reports. To do so, they must contact the Faculty Student Administration.

**§5.** Students are notified of the decisions by the assessment committee and the Examination Board in writing within fifteen working days after the date of the meetings of the respective committees. It may be made public that students have obtained the doctoral training programme certificate.

**§6.** Students may file an appeal against the decision by the assessment committee with the Institutional Appeals Committee, as specified in article 89 of the general [Education and Examination Code](#).

### Section 3: The doctoral exam

#### Article 26      [Submission of the doctoral dissertation and enrolment for the doctoral exam](#)

**§1.** Doctoral students are to submit their doctoral dissertation to the Faculty Council, accompanied by the recommendation of the doctoral advisory committee or, in its absence, from the supervisor(s). The Faculty Council determines how many copies of their doctoral dissertation the doctoral students must submit. In any case, an electronic version of the doctoral dissertation also needs to be submitted and each doctoral dissertation is to include a Dutch and English summary.

Amongst other things, the recommendation of the doctoral advisory committee or, in its absence, the supervisor(s) needs to contain a clause on the status of research results that can create value.

If the doctoral student was required by the faculty to take a mandatory part of the doctoral training programme as an additional access requirement for the defence of the doctoral dissertation, the submitted file also needs to include the recommendation of the assessment committee confirming that the doctoral student has complied with this requirement, as specified in Article 25. If any part of the file is lacking, the Faculty Council will request that the file be completed before it is taken up in a next meeting.

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

#### Article 27      [Examination board for the doctoral exam](#)

**§1.** The Faculty Council will assign an Examination Board for the doctoral exam.

In the report of the Faculty Council, adequate argumentation should be provided for selecting the members of the Examination Board. 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 student or his/her supervisor, cannot be a member of the Examination Board. Any relations arising from a legal partnership 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 and the secretary. 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 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 following stipulations are taken into account when the members of the Examination Board 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 two members is not affiliated with Ghent University;
- at least half the members who are qualified to vote are authorised to act as a supervisor for a doctorate at their own organisation;
- at least half the members who are qualified to vote have a full-time or part-time (temporary) appointment at Ghent University or are postdoctoral researchers of the Research Foundation Flanders, with Ghent University as its host institution;
- not more than half of the members who are qualified to vote are part of the doctoral advisory committee or are co-authors of a publication or patent that is included in the dissertation in full.

A later change in the status of a voting member does not lead to an invalid composition of the Examination Board.

The dean or the delegate of the professorial staff of the dean take on the chairing of the Examination Board. Retired members of the professorial staff who have been authorised to continue certain activities can also be appointed as chair by the dean. A supervisor of the dissertation cannot be appointed as the chair of the Examination Board.

The Examination Board appoints one of its members who are qualified to vote as the secretary.

The Examination Board is authorised to perform the following tasks:

- testing the candidate's skills and competencies;
- taking examination-related disciplinary decisions in accordance with Article 60;
- establishing, on the basis of the report by the assessment committee and on the basis of the doctoral exam result, whether the doctoral student is to be awarded the doctoral training programme certificate.

**§2.** The Faculty Council affixes the general and specific roles of all members of the Examination Board. Depending on their individual expertise, these roles may be altered. All members of the Examination Board who are qualified to vote contribute to the deliberation of the doctoral exam. If, during the deliberation, a conflict of interest arises with regard to one of the voting members, the member in question loses the right to vote. This change does not affect the requirements regarding the composition of the voting part of the Examination Board.

**§3.** 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 prior to the doctoral exam. The nature and content of the written appraisal may be altered depending on the specific role of the member in the Examination Board. The written appraisal consists of two parts: (1) the first part is delivered to the student before the first deliberation of the Examination Board on the dissertation and (2) the second part is intended for the Examination Board. The latter part



includes at a minimum a recommendation on whether or not the public defence will be allowed (possibly after the student has made adjustments in the dissertation text).

**§4.** If a patent application for the legal protection of research results that can create value is still being prepared when the Examination Board is formed, the Technology Transfer Office will request the dean to take the necessary measures in writing to ensure that all members of the Examination Board treat the doctoral dissertation with due confidentiality. At a minimum, the following measures are to be observed:

- If the members of the Examination Board are employees of Ghent University, the chair of the Examination Board – upon dispatching the doctoral dissertation – needs to inform the members in writing of the confidential nature of specific parts of the doctoral dissertation.
- If the members of the Examination Board are not employees of Ghent University, the chair of the Examination Board needs to ensure that, before the doctoral dissertation is dispatched to the outside member of the Board, a confidentially agreement has been concluded with this member or affiliate organisation.

The Technology Transfer Office aspires to ensure the legal protection of the research results that can create value prior to the public defence of the doctoral dissertation.

## Article 28      The doctoral exam

**§1.** After the dissertation has been submitted, the faculty will decide if the candidate is admitted to the doctoral exam, in accordance with Article 26. The doctoral exam consists of two parts that are each deliberated on and assessed:

- the first deliberation of the Examination Board on the doctoral dissertation (cf. Article 29);
- the public defence of said dissertation (cf. Article 30).

**§2.** All members of the Examination Board attend the deliberations and evaluations and sign the attendance list. If one or more members are attending through video conferencing, the secretary will take attendance.

If one of the members of the Examination Board is unable to attend, the chair of the Examination Board will be notified immediately. At least three-fifths of all members with a vote must be present in order for any meeting of the Examination Board to be valid.

The faculty ombudsperson for doctoral students may attend the deliberations and evaluations of the Examination Board with the doctoral student as an observer.

The doctoral student concerned is not allowed to take part of the doctoral examination through video conferencing. In exceptional cases, this provision can be deviated from following approval from the Rector of an extensive and motivated application and if the following cumulative conditions are met:

- the doctoral student is refused entry into Belgian territory and no solution can be found within the set time limits;
- videoconferencing may take place on the premises of a partner university or a Belgian diplomatic office;
- a member of the Examination Board who is affiliated with Ghent University may be present with the doctoral student at the time of the (relevant part of the) doctoral examination that will be conducted by video conference.

Deviations from this provision are also possible if the doctoral student cannot physically attend part of the doctoral examination due to a general situation of force majeure as determined by the Rector.

## Article 29 The examination board's first assessment of the doctoral dissertation

**§1.** The Examination Board's first assessment of the doctoral dissertation should take place at least thirty calendar days and no more than ninety calendar days after the appointment of the Examination Board. The latter time limit is suspended by the recess periods (i.e., not by the inter-term recess or by the week from 19/09/2022 through 24/09/2022).

The first part of the doctoral dissertation may take place at any time in the course of the academic year, except during recess, the interterm recess, the week from 19/09/2022 through 24/09/2022, and the closing days listed in article 2 §4 of the general [Education and Examination Code](#). With the express permission of the dean, the supervisor, the members of the Examination Board and the doctoral student, it is possible to depart from this rule.

Prior to the first part of the doctoral exam, the Examination Board will deliver the written appraisals of the members of the Examination Board to the student in question. If one or more reports are not delivered, the first meeting will be postponed at the doctoral student's request.

**§2.** The appraisal of the Examination Board occurs behind closed doors and cannot be recorded by any means of image and/or sound recording, by the student, the observer or third parties. Members of the Examination Board may attend the deliberation/appraisal through video conferencing. Prohibited recordings are inadmissible as evidence in administrative or legal proceedings and are also to be destroyed at the first request.

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 faculty shall determine in the supplementary faculty regulations the way in which the doctoral student shall be involved in the first part of the doctoral exam (including the language that will be used during the hearing of the doctoral student).

**§3.** The members of the Examination Board who are qualified to vote assess the candidate's skills and competencies and 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.

The deliberation will result in one of the appraisals below:

- admission to the second part of the examination (public defence of the doctoral dissertation);
- admission to the second part, 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;
- no admission to the second part of the examination.

The members of the Examination Board who are qualified to vote decide by simple majority of the votes, abstentions not taken into consideration. In the event of a tie after the first voting round, a second ballot will be held. If this second round again results in a tie, the decision will not be in the student's favour.

**§4.** The final outcome of this deliberation round is to be substantiated and included in a deliberation report, together with the attendance register of the members of the Examination Board. These reports are kept on file for five years, after which they are transferred to the University archives for storage.

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

Students may file an appeal against the decision pronounced with the Institutional Appeals Committee, as specified under article 89 of the general [Education and Examination Code](#).

### Article 30      The public defence of the doctoral dissertation

**§1.** The public defence takes place within sixty calendar days after the first assessment of the dissertation by the Examination Board, subject to the doctoral student's consent to change this date.

The public defence may take place at any time in the course of the academic year, except during recess, the inter-term recess, the week from 19/09/2022 through 24/09/2022 and the closing days 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.

The time and location of the public defence meeting are announced electronically. In order for the public defence of the doctoral dissertation to be registered in the university's central administration records and for it to be announced on the Ghent University website, the faculty will send all the necessary details [in accordance with the appropriate procedure](#) to the Registrar's Office of the Department of Educational Policy.

**§2.** If the research results that can create value are not identified until after the appointment of the Examination Board and prior to the public defence of the doctoral dissertation, the Technology Transfer Office addresses a substantiated letter to the chair of the Examination Board, and a copy of this letter to the Dean. In order to prevent the loss of patent rights, the applicable emergency procedures will be instigated in joint consultation with the Technology Transfer Office to obtain a conditional publication of research results that can create value. In the above situation, the Technology Transfer Office will aim to restrict the confidential information, giving priority to the legal protection of the research results that can create value in order to make unconditional publication possible.

**§3.** Prior to the public defence, the doctoral student must submit the final version of the data management plan (DMP) in the manner requested by the DSO.

**§4.** During the public defence, the doctoral student puts forward an oral and public defence of his/her doctoral dissertation before the Examination Board. The public defence cannot take less than one hour and no more than two hours. Subject to any prior permission or obligation from the Faculty Council stating the contrary, the public defence takes place in Dutch or English.

**§5.** The members of the Examination Board who are qualified to vote deliberate in camera on the examination as a whole, immediately after the public defence session. Members of the Examination Board may attend the deliberation/appraisal through video conferencing. The appraisal occurs behind closed doors and cannot be recorded by any means of image and/or sound recording, by the student, the observer or third parties. Prohibited recordings are inadmissible as evidence in administrative or legal proceedings and are also to be destroyed at the first request.

The members without a vote may attend the deliberations as observers. The members with a vote decide by simple majority of the votes, abstentions not taken into consideration, whether or not the academic degree of doctor is to be awarded. In the event of a tie after a first voting round, a second ballot is to be held. If this second round again results in a tie, the decision will not be in the student's favour.

The candidate is declared to have successfully completed the programme or to have not successfully completed the program. Grades of merit are not awarded.

**§6.** The decision of the members of the Examination Board who are qualified to vote needs to be substantiated and included in a deliberation report, together with the attendance register of the members of the Examination Board. These reports are kept on file for five years, after which they are transferred to the University archives for storage. Doctoral students have the right to peruse these reports. To do so, they must contact the Faculty Student Administration (FSA).

**§7.** The examination decision is publicly announced by the chair immediately after the deliberation. Students may file an appeal against the examination decision with the Institutional Appeals Committee, as specified in article 89 of the general [Education and Examination Code](#).

**§8.** After the successful public defence of their doctorate, doctoral students are to provide the university library with a paper and a digital copy of their doctoral dissertation. Without detracting from the rights of the author, Ghent University or third parties, the university library will make the doctoral dissertation accessible by way of an open access system.

**§9.** The public defence (except the deliberation of the Examination Board) may be made available via a livestream and/or an image and/or sound recording to all those who are unable to attend the public defence in person. In this case, the Examination Board and the doctoral student must agree to this and no form of limitation and/or confidentiality should have been imposed to protect the research results that can create value.

## PART V: THE INTERDISCIPLINARY DOCTORATE

### Article 31 Subject, scope and criteria interdisciplinarity

**§1.** In this part, the regulations regarding awarding a combined doctoral degree for interdisciplinary doctorates at Ghent University are set out. Combined doctorates can only be awarded for combinations of at least two existing doctoral titles.

**§2.** In order to be considered an interdisciplinary doctorate, the intended doctoral research must meet the following minimum criteria, which are assessed by the faculty/faculties concerned:

1. The disciplines and areas of expertise that are combined in the research proposal are sufficiently dissimilar.
2. The expertise, knowledge, and methodologies from each of the disciplines involved are equally necessary for the successful execution of the doctoral project. The execution of the research proposal is only possible by means of an integrated, concentrated approach. The research cannot be divisible into multiple monodisciplinary researches which could be executed under supervision of separate supervisors. None of the disciplines involved may be an auxiliary science to one of the other disciplines involved.
3. The findings obtaining during the execution of the research proposal must result in new scientific findings in each of the disciplines involved or in knowledge development in a new (budding) discipline.

### Article 32 Request for the acquisition of a combined doctoral degree

**§1.** The request to be allowed access to enrolment for a combined doctoral degree is to be initiated by the doctoral student. As opposed to other doctoral degrees, this type of doctoral degree requires explicit approval from all supervisors (at least one supervisor per involved discipline).

**§2.** The request is submitted based on

1. the enrolment form (Application for the first enrolment for the Doctorate and the Doctoral Training Programme (Doctoral Schools)), including the specification of the envisioned combined doctoral degree, signed by all supervisors (at least one per involved discipline);
2. a written motivation for the interdisciplinary nature of the research.

**§3.** If a student aims to combine doctoral degrees that are offered by different faculties, the request is submitted to the main faculty, which shall also be responsible for the admission procedure and the further administration of the doctorate. The supervisor that belongs to this faculty is appointed as the administratively responsible supervisor. The main faculty can be characterised by:

1. finances: the faculty that finances (the majority of) the doctoral research, or the faculty that the supervisor under whom the request for the external financing has been submitted belongs to;
2. presence: the faculty within which the majority of the doctoral research is performed, at which the doctoral student is present most often;
3. start: the faculty at which the doctoral student started his/her doctoral research, at which the doctoral student was first enrolled for the doctorate.

If no distinction can be made between the faculties involved based on these criteria, a mutual consultation will determine which faculty will be appointed as the main faculty.

**§4.** The request is submitted no later than three years after the first enrolment for the doctorate at Ghent University.

### Article 33 Admission procedure, agreement and enrolment

**§1.** The doctoral student must be admitted to the doctorate by each of the faculties involved, based on the admission procedure that is in force there.

**§2.** If more than one faculty is involved, fundamentally, the procedures and (supplementary) regulations in force at the main faculty must be followed. The faculties involved are free to derogate from this based on mutual consent, without prejudice to the stipulations in this resolution. The faculties involved determine which regulations will be applied before commencement of the programme. In the event of necessary adjustments to the (modalities pertaining to) the enrolment (e.g., denial to re-enrol, termination of the enrolment, alteration of the supervisors etc.), the main faculty always contacts the other faculty/ies involved in advance.

**§3.** If more than one faculty is involved, the main faculty presents the other faculty/ies with an agreement regarding the modalities pertaining to enrolment. The agreement may contain stipulations regarding the composition of the possible doctoral advisory committee, the programme of the possible mandatory doctoral training programme, the required level of English (if the dissertation is to be written in English), the publication requirements and other formal requirements that must be met in order to submit the dissertation, the composition of the Examination Board etc. The agreement is drawn up based on a model made by Ghent University and is signed by the doctoral student as well as the dean and the supervisors.

**§4.** The request is subject to the regular admission procedure in force at each faculty involved. If more than one faculty is involved, the agreement must be complete, and the admission will take place under suspensive condition. Each faculty involved assesses the written motivation of the interdisciplinary nature on the basis of the minimum criteria for interdisciplinarity.

**§5.** If each of the faculties involved has granted admission, the doctoral student may enrol for the combined doctoral degree. If more than one faculty is involved, enrolments for the doctorate and the doctoral training programme are registered in OASIS at the main faculty. If necessary, the interfaculty agreement is also registered in OASIS, ensuring a clear documentation of the involvement of the other faculty/ies. If the doctoral student was already enrolled for a monodisciplinary doctorate, that enrolment will be terminated.

### Article 34 Interim evaluation and termination

**§1.** The doctoral student follows the regulations pertaining to the annual self-reflection report as stated in Article 18. Based on this report, the supervisors and the possible doctoral advisory committee assess whether the research still meets the minimum criteria for interdisciplinarity, and explicitly answer this question in their report.

**§2.** If the enrolment for a combined doctoral degree with multiple involved faculties is terminated (e.g., because the research no longer meets the minimum criteria for interdisciplinarity and the student must pursue a monodisciplinary enrolment instead), all faculties involved are to be informed of this so the agreement can also be terminated. The faculty at which the termination of the current degree and the change to a new degree is initiated, contacts the other faculty/ies in advance.

## Article 35 Admission to the doctoral exam and examination board

**§1.** If only one faculty is involved, the submission of the dissertation, the appointment of the Examination Board and the admission to the doctoral exam are subject to the modalities in place at that faculty.

**§2.** If more than one faculty is involved, the doctoral student submits the dissertation to the main faculty in accordance with the modalities set out in the agreement. The main faculty formally informs the other faculty/ies involved and asks the dean(s) involved to approve the proposed composition of the Examination Board. After the main faculty has determined that all submission requirements stated in the agreement have been met, the dissertation is declared admissible, and the Examination Board is appointed.

**§3.** The following stipulations are always taken into account when the members of the Examination Board who are qualified to vote are appointed:

1. each of the disciplines involved is represented by at least one member of the Examination Board who is qualified to vote;
2. at least two members who are qualified to vote do not belong to the only faculty involved or the main faculty, and at least one of these two members is not affiliated with Ghent University;
3. at least half the members who are qualified to vote are authorised to act as a supervisor for a doctorate at their own organisation;
4. at least half the members who are qualified to vote have an appointment (full-time or part-time) at Ghent University or are postdoctoral researchers of the Research Foundation Flanders, with Ghent University as its host institution;
5. no more than half of the members who are qualified to vote are part of the doctoral advisory committee or are co-authors of a publication or patent that is included in the dissertation in full.

## Article 36 The procedure of the doctoral exam

**§1.** In addition to the quality of the dissertation, the committee also assesses the interdisciplinary nature of the dissertation (based on the minimum criteria for interdisciplinarity). This is explicitly stated in the individual and deliberation reports.

**§2.** If, during the first deliberation of the dissertation, the Examination Board determines that the dissertation does not meet the requirements for interdisciplinarity, the student will not be granted access to the public defence, unless the interdisciplinary nature can be realised through adjustments within a reasonable period.

**§3.** Students enrolled in a combined degree whose dissertation does not meet the minimum criteria for interdisciplinarity cannot be granted a single title during the examination. Of course, the candidate is free to enrol for a monodisciplinary doctorate afterwards, followed by a submission of the (adjusted) dissertation for the monodisciplinary degree.

## Article 37 The awarding of the diplomas

**§1.** If the doctoral student passes the exam, the interdisciplinary combined doctoral degree is awarded as a single diploma.

**§2.** The diploma specifies the combined degree, the faculty/ies involved and the additional statement: "This diploma has been awarded by an interdisciplinary Examination Board consisting of representatives of the disciplines specified in the doctoral degree" (Dutch: "Dit

diploma wordt toegekend door een interdisciplinaire examencommissie, samengesteld uit vertegenwoordigers van de disciplines die in de doctorstitel worden vermeld”).

**§3.** The diploma supplement specifies the combined degree, the combined fields of study, the faculty/ies involved and the specificity of the doctoral exam (interdisciplinary test).



## PART VI: THE JOINT DOCTORATE

### Article 38 Subject and conceptual framework

**§1.** This act defines the rules and regulations for signing co-operation agreements (hereinafter referred to as “agreements”) for joint supervision, examination and assessment and, if the doctoral student passes the doctoral examination, awarding of the doctorate (hereinafter referred to as “joint doctorate”; other names include “joint PhD”) between Ghent University and one or more other universities or institutions of higher education (hereinafter referred to as “partner institution(s)”), being:

- other universities in the Flemish Community;
- universities of the French Community;
- the Royal Military Academy (hereinafter referred to as “RMA”);
- foreign institutions of higher education that are recognised by the relevant authorities to award doctoral degrees.

**§2.** If the partner institution with which Ghent University would like to conclude an agreement is located in the Flemish Community, the partner institutions designate, by mutual agreement, one institution as main institution (hereinafter referred to as “main institution”), by which the following criteria are considered:

1. Funding: the institution which funds (most of) the doctoral project or the institution to which the supervisor belongs under whose authority external funding was sought;
2. Presence: the institution where most of the doctoral research takes place, and where the doctoral candidate will spend most of his/her working hours;
3. Start: the institution where the doctoral research was initiated, and where the doctoral student first enrolled.

**§3.** If the partner institution with which Ghent University would like to conclude an agreement is not located in the Flemish Community, the partner institutions can designate a main institution by mutual agreement.

### Article 39 The agreement

**§1.** If the partner institution with which Ghent University would like to conclude an agreement is another university in the Flemish Community, this agreement shall be drawn up following the example of the model agreement drawn up in Dutch and English by the Flemish Interuniversity Council (VLIR). This model is a student-specific agreement in which concrete arrangements are made for the joint doctorate of an individual student.

**§2.** If the partner institution with which Ghent University would like to conclude an agreement is not a university in the Flemish Community, two models are provided by Ghent University. These are a student-specific agreement and a framework agreement with an accompanying Annex. The same agreements are made in both models. The models can be requested at [jointphd@ugent.be](mailto:jointphd@ugent.be).

In any event, the agreement shall be drawn up in mutual consultation following the example of the model agreement provided by one of the partner institutions. Ghent University provides both a template for a framework agreement (including its Annex) and a template for a student-specific agreement. Both models are available in English.

A framework agreement is always used in the following three cases:

1. If the cooperation is a structural cooperation for joint doctorate, involving the joint organisation of a number of doctorates over a certain number of years;

2. If the partner institution is a non-European institution with which the relevant Ghent University faculty/ies do(es) not have (a) “cooperation agreement” that is valid or are being extended, or if the partner institution is a European institution that does not have the Erasmus Charter for Higher Education. In this case, prior to concluding the framework agreement, Ghent University shall screen the foreign partner institution to ensure the quality of joint doctorate with this institution. This quality check is performed on the basis of a brief [Info Sheet New Cooperation Joint Doctorate](#). The framework agreement can only be concluded if the Faculty Council or the faculty committee mandated for this purpose has agreed to this on the basis of the information provided via the aforementioned Info Sheet;
3. If the regulations of the partner institution require that a framework agreement be concluded before a specific agreement for a joint doctorate can be drawn up.

In all other cases, a student-specific agreement is used.

### **§3. Language of the agreement**

The agreement is drawn up in Dutch, English, or French.

At the request of a partner institution, the agreement can be translated into the language of the partner institution. The requesting partner institution is responsible for the translation and the costs involved. The translation can be made by the following parties:

1. a sworn translator. In this case, the translated agreement shall have a personal stamp, signature, and a sworn declaration of the translator in question;
2. the partner institution itself. In this case, the following clause shall be added to the translated agreement: “This agreement was drawn up in Dutch/English/French. If there are any discrepancies between the (interpretation of the) two versions, the Dutch/English/French version prevails.”

### **§4. Request**

The request to draw up an agreement must be sent by email to the joint doctorate coordinators (jointPhD@UGent.be), preferably at the start of the research and in any case no later than one year before the end of the research. The agreement must be fully signed before admission to the joint doctoral examination can be granted.

**§5.** If, in case of a joint doctorate, the Education and Examination Codes of the institutions involved conflict, deviation from the provisions of Ghent University is possible. This will be laid down in the agreement. No deviation is allowed from the obligation of submitting an annual self-reflection report (Article 18) and annual re-enrolment as a doctoral student at Ghent University (Article 19).

## **Article 40      Supervision of the doctoral student**

The doctoral student is supervised by at least one supervisor at each partner institution. For Ghent University, the execution of the agreement is entrusted to the supervisor who is administratively responsible, in accordance with the provisions of Article 13. The names of the supervisor(s) of the partner institution are stated in the agreement.

## **Article 41      Communication**

**§1.** The agreement states that the partner institutions involved shall keep each other informed of the progress of the doctorate. Within each partner institution, a person responsible for this communication is appointed.

**§2.** If the partner institution with which Ghent University would like to conclude an agreement is another university in the Flemish Community, the main institution is responsible for providing

the following information as soon as possible and at least three weeks before the defence: the completion of the doctoral study programme, if applicable, the admission to the defence, the composition of the examination jury, the official title of the dissertation, and the date of defence.

**§3.** If the partner institution with which Ghent University would like to conclude an agreement is not a university in the Flemish Community, the partner institutions shall notify each other and provide the following information as soon as possible and at least six weeks before the joint doctoral exam (excluding the summer break): the completion of the doctoral study programme, if applicable, the admission to the defence at each partner institution, and the approval of the composition of the joint Examination Board from each partner institution.

#### Article 42 Admission to the doctorate

**§1.** The doctoral student has to be admitted to the doctorate at each partner institution in accordance with the applicable admission procedure at that institution. As far as Ghent University is concerned, the admission procedure as stipulated in part IV applies.

**§2.** The agreement contains a description of the topic of the doctoral dissertation as well as the title of the doctorate for which the doctoral student was admitted to each of the partner institutions.

**§3.** The agreement cannot be signed until the doctoral student has been admitted to the doctoral programmes of all the partner institutions. In any case, the agreement shall mention at what date the student was admitted to the doctorate by the relevant faculty council of Ghent University.

#### Article 43 Enrolment, tuition fee and bench fee

**§1.** The agreement stipulates that the doctoral student shall enrol (or registers) every year at each partner institution.

**§2.** The agreement stipulates that the doctoral student shall pay the fee that is set for the doctoral programme at each partner institution. The tuition fee at Ghent University consists of the enrolment fee increased by the fee for the doctoral exam in the academic year the doctoral student takes that exam. With regard to the amount to be paid, a distinction is made between EEA students and non-EEA students.

**§3.** At Ghent University two different arrangements are in force with regard to the calculation of the tuition fee, depending on whether the partner institution is a university in the Flemish Community, a foreign institution, in the French Community, or the RMA.

1. If the partner institution with which Ghent University would like to conclude an agreement is another university in the Flemish Community:  
The doctoral student pays to the main institution the fee that is set for the doctoral programme and is exempted from paying the tuition fee at the partner institution(s).
2. If the partner institution with which Ghent University would like to conclude an agreement is not a university in the Flemish Community: At Ghent University the doctoral student pays the fee that is set for the doctoral programme, as it is annually established by the Executive Board of Ghent University. Whether a fee is to be paid at the partner institution(s) depends on the regulations of said institution(s).

**§4.** Ghent University has the right to ask doctoral students a bench fee if no such fee is provided for them within the framework of their mandate or project. The bench fee amounts are fixed per faculty/doctorate. This amount must be paid annually and is used by the supervisor to allow the student to conduct high-quality research (e.g., for the use of study materials, laboratories, or equipment, or to participate in conferences, seminars, etc.). For the

joint doctorate, the amount per year can be converted into the number of months that the doctoral student stays at Ghent University. If a Bench fee is applicable, this will be included in the agreement.

#### Article 44 Doctoral training programme

**§1.** If applicable, the agreement stipulates that the doctoral student shall meet the conditions governing the doctoral study programme of one of the partner institutions and that s/he shall be exempted from this at the other partner institution, unless otherwise agreed in the agreement.

**§2.** In all cases, the doctoral student reserves the right to participate in the doctoral training programme of the partner institutions concerned in accordance with the applicable regulations and insofar as such a training programme is offered.

#### Article 45 Research stay and research periods

**§1.** The doctoral student conducts alternating or consecutive research periods at the partner institutions. In accordance with the higher education codex Art. II.172, s/he shall conduct research activities at each partner institution for at least six months. The time schedule for these research periods is to be determined by the supervisors and the doctoral student in mutual agreement.

**§2.** The time schedule needs to be included in the agreement if the partner institution with which Ghent University would like to conclude an agreement is not a university in the Flemish Community.

**§3.** It is the responsibility of the Ghent University supervisor to watch over the agreed period of at least six months of research and, if applicable, over the agreed time schedule.

#### Article 46 Financial provisions

**§1.** For a partnership with another university in the Flemish Community, the following costs are discussed and determined by the supervisors by mutual agreement: the contribution to the doctoral student's costs related to the research stay in both partner institutions, for attending (inter)national conferences and organising the doctoral defence, and other costs specifically related to the doctoral process.

**§2.** For a partnership with a partner institution outside the Flemish Community, no financial settlements are made between the partner institutions, unless otherwise stipulated in a separate agreement.

#### Article 47 Insurances

**§1.** For a partnership with another university in the Flemish Community, the doctoral student commits to taking the necessary actions to take out a health insurance. By enrolling every year at both partner institutions, s/he has the required insurance coverage for physical accidents and civil liability while performing his/her activities pertaining to the doctoral research carried out at the various partner institutions.

**§2.** For a partnership with a partner institution outside the Flemish Community, the agreement shall mention that the doctoral student commits to taking the necessary actions to take out a health insurance, as well as insurance coverage for physical accidents and civil liability, while performing his/her activities pertaining to the doctoral research carried out at the partner

institutions, in accordance with the relevant institutional and national regulations that are applicable at the partner institutions.

#### Article 48 Protection of the research results and intellectual property rights

**§1.** The agreement defines who owns the research results stemming from the doctoral research and in what way these results are protected.

**§2.** The protection of the research results stemming from the doctoral research, as well as the publication, exploitation, and protection of these results within the partner institutions concerned shall occur in accordance with the contract concerning the joint doctorate, while observing the regulations that hold in each country and institution.

#### Article 49 Confidentiality

The agreement specifies the information to which the confidentiality obligation applies. This obligation shall remain in force for a period of five years starting from the date of provision or expiry of the agreement, whichever is longer.

#### Article 50 Publications

The agreement sets out the procedure to be followed by the partner institutions if results are published or made public. Each publication must mention the cooperation between the partner institutions.

#### Article 51 Language and layout of the doctoral dissertation

**§1.** For a joint doctorate, the doctoral dissertation is written in Dutch, English or in the language of one of the partner institutions. If a language other than Dutch or English is used for the dissertation, a full copy in English will be submitted to Ghent University.

Possible exceptions are:

- the use of another language: this is allowed by mutual agreement by both partner institutions according to applicable regulations;
- the explicit requirement by the supervisors to write in a specific language if that language is the research object of the doctoral dissertation.

A summary of the doctoral dissertation is always provided in English and Dutch.

**§2.** For the production of the doctoral dissertation, the guidelines of one of the partner institutions shall be used. At a minimum, the logos of the partner institutions shall be clearly visible on the front page of the dissertation.

#### Article 52 Admission to the joint doctoral exam

**§1.** For each doctoral student, a joint doctoral exam is set up. The admission procedure to that examination verifies whether the doctoral student has met all the requirements (e.g., number of publications, completion of the doctoral study programme, if applicable, etc.) before he/she can be admitted to the joint doctoral examination.

**§2.** For cooperations with another university in the Flemish Community, the doctoral student follows the regulations and guidelines of the main institution with regard to obtaining admission to the joint doctoral examination. If applicable, the agreement shall include what information needs to be requested from the partner institution by the main institution (e.g., whether the doctoral student has met the publication requirements of the partner institution).

**§3.** For cooperations with a partner institution outside the Flemish Community, the doctoral student shall - regardless of the established location of the internal and/or public defence - go through the applicable procedure for admission to the doctoral examination at both partner institutions. Only if admission is granted by both partner institutions can the joint doctoral exam be planned and organised. If one of the partner institutions does not grant admission to the joint doctoral examination, the agreement will be terminated effective immediately.

**§4.** At Ghent University, the doctoral student shall submit the doctoral dissertation to the Faculty Council concerned, accompanied by the advice of the Doctoral Advisory Committee or, where applicable, of the supervisors, in accordance with the relevant provisions in the [Education and Examination Code](#) of Ghent University. The Faculty Council concerned shall verify whether the conditions have been met for the joint doctorate and for taking the doctoral examination, as laid down in the relevant agreement.

#### Article 53      Joint examination board

**§1.** The joint Examination Board for the doctoral examination shall be an interuniversity board; preferably, its composition is international and shall include, among others, members of all partner institutions. Ideally, both partner institutions are equally represented in the Examination Board.

**§2** If the partner institution with which Ghent University would like to conclude an agreement is another university in the Flemish Community, the composition of the joint Examination Board shall follow the guidelines of the main institution, after consultation between the supervisors of both institutions. The supervisors may be part of the joint Examination Board but may not chair the Board. If Ghent University is the main institution, the supervisors do not have the right to vote in the joint Examination Board.

**§3.** If the partner institution with which Ghent University would like to conclude an agreement is not a university in the Flemish Community, the regulations of all partner institutions shall apply to the composition of the joint Examination Board. If the regulations of Ghent University and those of the partner institution conflict in terms of the composition and duties of the Examination Board, the regulations of the partner institution where the public defence takes place shall be followed, without prejudice to the conditions as stated in §1.

**§4.** Ideally, the joint Examination Board includes at least one external member (i.e., external to both partner institutions).

#### Article 54      Joint doctoral examination

**§1.** At a minimum, the joint doctoral exam shall comprise the public defence. If applicable, a first part of the doctoral examination may be organised prior to the public defence.

**§2.** If the partner institution with which Ghent University would like to conclude an agreement is another university in the Flemish Community, the regulations and guidelines of the main institution shall apply to the joint doctoral examination.

In that case, the public defence takes place at the main institution and the decision of the joint Examination Board is acknowledged by all partner institutions involved.

An internal defence may be organised prior to the public defence. This is always the case when the regulations of the main institution stipulate that an internal defence is part of the doctoral examination. It may also be the case if this is an additional requirement of the partner institution and is therefore included in the agreement.

The location of the public and, if applicable, internal defence shall be laid down in the agreement.

**§3.** If the partner institution with which Ghent University wishes to conclude an agreement is not a university of the Flemish Community, the public defence takes place at one of the partner institutions and the decision of the joint Examination Board is recognised by all partner institutions involved.

If the regulations of one or both of the partner institutions require a preliminary evaluation prior to the public defence, the agreement shall specify how such a joint evaluation will be organised. If this evaluation is an internal defence, the location of the internal defence shall be mentioned in the agreement.

**§4.** For joint doctorates, the defence is conducted in English.

In contravention of this, the use of another language is allowed if the doctoral student and the supervisors mutually agree on this and if this is approved by both partner institutions according to the relevant procedures.

If the partner institution with which Ghent University would like to conclude an agreement is not a university in the Flemish Community, the language of the public and, if applicable, the first part of the joint doctoral exam will be mentioned in the agreement.

**§5.** In any event, a copy of the deliberation report of the Examination Board shall be sent to the bodies within each of the partner institutions that are responsible for the administration of the doctoral students concerned and their diplomas. At the request of a partner institution, a translation of the deliberation report is also made into a lingua franca.

## Article 55      The awarding of diplomas

**§1.** If the doctoral student passes the joint doctoral exam, this is certified in one of the following diplomas:

1. A joint degree:

One diploma which is jointly awarded by the partner institutions featuring one joint doctor degree and corresponding qualification or featuring the various doctoral degrees awarded by the partner institutions to the doctoral student concerned (insofar as this is allowed by the applicable education code at the other institution(s)); signed by the executive heads (or, in foreign institutions, other authorised persons) of all partner institutions. Within the Flemish Community, the diploma is prepared by the main institution; outside the Flemish Community, the diploma is prepared by the partner institution where the doctoral student's public defence takes place;

2. A double degree:

In partnerships with partner institutions outside the Flemish Community, a double degree is preferably awarded, in which case each institution prepares its own degree. Each diploma shall then refer to the joint supervision of the doctorate and the degree(s) that the partner institution(s) award(s).

The agreement states which type of certification will be applied if the student passes the doctoral exam, and which doctoral degree(s) will be awarded.

**§2.** The form of the degrees and degree supplements awarded by Ghent University mentioned in §1 is in accordance with the resolution of the Flemish Government of 12 December 2014 to establish the form of higher education diplomas and the content of the corresponding diploma supplement.

## Article 56 Dispute settlement

**§1.** Disputes must be reported to the competent authorities of both partner institutions. For disputes that may have an impact on the continuation of the doctoral work, the rectors or their representatives shall mediate.

**§2.** The agreement sets out by which law it shall be governed. Disputes that cannot be settled amicably shall be submitted to the competent courts. The agreement shall state which court that is.

## Article 57 Validity period, amendment and termination of the agreement

### **§1.** Validity period of the agreement

The agreement shall state a validity period. The agreement for joint doctorates within the Flemish Community states that the agreement is valid until after the joint diploma has been awarded. In the agreement for joint doctorates outside the Flemish Community, two options have been included: either the agreement is valid until after the joint or double degree has been awarded, or the agreement is valid until a certain date.

If the agreement includes an end date and the public defence has not taken place before this end date, the agreement may be extended by mutual agreement. If not, it will be automatically and legally terminated.

### **§2.** Amendments to the agreement

All changes are to be accepted in writing by all parties in an amendment agreement.

### **§3.** Termination of the agreement

This agreement is legally dissolved if the cooperation between the doctoral student and one of the partner institutions is terminated. In this case, the other partner institution is not entitled to any form of compensation.

### **§4.** Human rights clause

The Ghent University Human Rights Clause is included in each agreement with a partner institution outside Belgium, as it was approved by the Board of Governors on 12 January 2018.

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

**§1.** The student-specific agreement is submitted to the Faculty Council for advice and is signed by the heads of the partner institutions or, if applicable, other authorised persons, the dean of the relevant faculty of Ghent University, the supervisor of Ghent University who is administratively responsible, the supervisor(s) of the partner institution(s) and the doctoral student.

**§2.** The framework agreement is submitted to the Faculty Council for advice in accordance with the applicable procedure within the faculty concerned. In the event of a favourable opinion, the agreement is signed by the heads of the partner institutions or, if applicable, other persons authorised for this purpose and the dean of the faculty concerned of Ghent University.

**§3.** The Annex to the framework agreement is submitted to the Faculty Council for advice and is signed by the heads of the partner institutions or other persons authorised for this purpose, the dean of the relevant faculty of Ghent University, the supervisor of Ghent University who is administratively responsible, the supervisor(s) of the partner institution(s), and the doctoral student.



## PART VII: SPECIAL CIRCUMSTANCES

### Article 59 Reconsideration of exam decisions

**§1.** Material errors in the student's favour, causing the student to be awarded a higher examination mark due to a substantive error

- are rectified if they are discovered within a maximum of ten calendar days after the examination results announcement, when they affected the examination mark or the decision whether or not the student passed a deliberation set or a study programme. Such errors are repaired by a new decision from the chair of the competent Examination Board, which is communicated to the Dean and the members of the Examination Board;
- are not rectified if they are discovered later than ten calendar days after the examination results announcement, when they affected the examination mark or the decision whether or not the student passed a deliberation set or a study programme.

**§2.** Material errors to the student's detriment, causing the student to be awarded a lower examination mark due to a substantive error, are rectified at all times if they affected the examination mark, the decision whether or not the student passed a deliberation set or a study programme. These errors are rectified by a decision from the chair of the competent Examination Board, which is communicated to the Dean and the members of the Examination Board.

**§3.** Material errors without any impact are rectified if they are discovered within a maximum of ten calendar days after the examination results announcement. These errors did not affect the examination mark, the decision whether or not the student passed a deliberation set. They are rectified by the chair of the competent Examination Board.

#### **§4.** Identifying fraud

If fraud or irregularities have been discovered that affected the examination mark or the decision whether or not the student passed a deliberation set or a study programme, the competent Examination Board may review its decision at all times, in accordance with the procedure stipulated in Article 60.

**§5.** The students concerned are notified of new decisions within ten calendar days by email (Ghent University account). In case of a material error in the student's favour (causing the student to be awarded a higher examination mark), the student in question is notified by registered letter (or through a receipt that is signed by the student) within five calendar days after the rectification.

The student is also informed of the possibilities of appeal, as described in article 89 of the [Education and Examination Code](#).

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

**§1.** If an evaluator/lecturer has reason to suspect that a student is committing fraud or irregularities during the evaluation of a regular course unit, the doctorate, a specialist course, a doctoral seminar in transferable skills as part of the predoctoral training programme or the doctoral training programme, the evaluation for the course unit or seminar concerned may be terminated immediately for this (doctoral) student.

If the events occurred during a predoctoral training programme, the evaluator needs to promptly relate the events to the chair of the Examination Board. If they occurred during a doctorate or as part of a doctoral training programme, the evaluator will immediately inform the

chair of the assessment committee. If the assessment committee has already taken a decision, the chair of the Examination Board will be notified.

**§2.** If a mentor/evaluator of a research-related activity within the context of the doctorate or doctoral training programme suspects that there has been a breach of academic integrity, as determined in the Regulations pertaining to the procedure to investigate breaches of academic integrity, this person will immediately inform the Examination Board of this, insofar as the Examination Board has already been composed. In all other cases (before the Examination Board has been composed and after the doctoral defence), the mentor/evaluator will immediately inform the Committee for Scientific Integrity.

**§3.** If, before the dissertation has been submitted, a mentor/evaluator suspects that there has been a breach of academic integrity in (parts of) this dissertation, as determined in the Regulations pertaining to the procedure to investigate breaches of academic integrity, this person will immediately inform the Examination Board of this, insofar as the Examination Board has already been composed. In all other cases (before the Examination Board has been composed and after the doctoral defence), the mentor/evaluator will immediately inform the Committee for Scientific Integrity.

Committing plagiarism is considered a breach of academic integrity. The mentors and members of the Examination Board of the doctorate may test the originality of the submitted doctoral dissertations, for example by means of anti-plagiarism software.

**§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.

**§5.** Whether or not an examination-related disciplinary measure will be imposed after an examination-related disciplinary decision is to be decided by the Examination Board or the assessment committee which is qualified for the evaluation of doctoral students or students enrolled in the predoctoral training programme suspected of fraud or irregularities (cf. §1).

**§6.** No later than five calendar days before the hearing, the (doctoral) student concerned will be invited by the chair of the relevant Examination Board or assessment committee, in order to be heard by them. The invitation is sent to the (doctoral) student's email address connected to his/her Ghent University account and needs to state the time, date, and place of the hearing, as well as describe the charges against the student and the possible disciplinary measure for exams as stated in §8. The (doctoral) student concerned is allowed to peruse the case file.

A Faculty ombudsperson will be invited to attend the hearing. At the hearing, the (doctoral) student may be accompanied by a trusted representative or legal adviser. If the (doctoral) student is legitimately absent, s/he has the right to let a legal adviser represent him/her or to put his/her defence forward in writing. If the (doctoral) student is absent from the hearing and has not appointed a legal representative, nor put forward any defence in writing, the Examination Board or assessment committee concerned will take cognisance of this and may yet officially deliberate on the case at hand and impose a disciplinary measure for exams.

**§7.** The Examination Board or assessment committee that is to rule on the fraud or irregularity offence will convene as soon as possible after the hearing in order to take a decision.

**§8.** The examination-related disciplinary measure is pronounced by the Examination Board or assessment committee concerned (cf. §1).

If the fraud or irregularities relate to a regular course unit, a specialised course, a doctoral seminar in transferable skills or a research-related activity, the examination disciplinary body

may impose the following (combination of) examination-related disciplinary measures if the offences are deemed substantiated:

- The (doctoral) student's examination result is revised for the examination or the assignment by which the regular course unit from the (pre)doctoral training programme was evaluated;
- The doctoral student is given the designation that the specialised course, doctoral seminar in transferable skills or research-related activity concerned has not been obtained within the curriculum of the doctoral training programme;
- The (doctoral) student is given a "fraud" designation for the regular course unit, the specialised course, the doctoral seminar in transferable skills or the research-related activity concerned from the (pre)doctoral training programme in question;
- The (doctoral) student cannot obtain a credit certificate for a part of the course units that s/he has taken in the academic year concerned. The number of course units for which this is the case is determined in consideration of the severity of the offence. This means that the (doctoral) student is given an examination mark of 0/20 for the course units concerned. It is possible that the (doctoral) student cannot obtain a credit certificate for any of the course units taken up;
- The (doctoral) student may be excluded from (part of) the evaluations in the resit examination period for the course units concerned;
- The (doctoral) student cannot take part in or be evaluated for other than the above-mentioned units of the doctoral training programme during the current academic year, or only to a limited degree, which is to be determined by the Examination Board.

If the fraud or the irregularities relate to the doctoral dissertation or the doctoral exam, the examination disciplinary body may, if the offences are deemed substantiated, impose the following examination-related disciplinary measures:

- The doctoral student who committed plagiarism in his/her doctoral dissertation is required to revise this doctoral dissertation in such a way that it no longer constitutes plagiarism. Subsequently, the doctoral student resubmits the doctoral dissertation to the Examination Board, which will then determine whether there are any instances of plagiarism left.
- The doctoral dissertation is refused and the doctoral student is not allowed to submit or defend a doctoral dissertation on the same subject or a subject that is closely related with the original topic.
- The doctoral dissertation is refused and the doctoral student is excluded.

The "fraud" designation for a regular course unit implies that the doctoral student cannot be awarded any examination marks in the examination period concerned.

The "fraud" designation for a specialised course, a doctoral seminar in transferable skills or research-related activities from the (pre)doctoral training programme implies that the doctoral student did not obtain these in the examination period concerned and that the student cannot be awarded a certificate from the Doctoral School for the units in question of the doctoral training programme.

If a doctoral student is excluded, s/he no longer has doctoral student status and is prohibited from re-enrolling at Ghent University for a number of academic years. This time span is specified in the examination-related disciplinary decision and cannot exceed a period of ten academic years.

**§9.** After the examination disciplinary body has arrived at an examination-related disciplinary decision, the Examination Board rules whether or not the student has passed the doctoral

training programme or the doctorate, in due consideration of the imposed examination-related disciplinary measure.

For predoctoral training programmes, the Examination Board defers its decision whether or not the doctoral student has passed the deliberation set that features the course unit where the fraud or irregularities have allegedly been committed, until it has taken an examination-related disciplinary decision or until it has found that there are no grounds to take one.

**§10.** In some cases, the fraud is not discovered until after the (doctoral) student was awarded a credit certificate for a regular course unit, or until after s/he was declared to have passed a specialised course, doctoral seminar in transferable skills or a research-related activity, or until after s/he passed the doctoral exam. In such cases, the examination disciplinary body may as yet declare the obtained credit certificate or the result of the evaluation to be null and void. If appropriate, the examination disciplinary body may also declare the diploma or the certificate given for the study programme or the doctorate to be null and void and reclaim said diploma or certificate.

In addition to the aforementioned measures, the examination disciplinary body may also decide to impose examination-related disciplinary measures as specified under §8.

**§11.** In its report, the examination disciplinary body includes a list of the people present at the meeting. This report specifies the offence(s) and the motivations behind the examination-related disciplinary decision. The disciplinary body for exams communicates the decision to impose an examination-related disciplinary measure, possibly detailing what the measure will entail, to the student in question by registered mail. A copy of this report will then be delivered to the director of the Department of Educational Policy and the teacher(s) concerned.

**§12.** As long as no examination-related disciplinary decision has been found or as long as the examination-related disciplinary decision is not yet final, (doctoral) students suspected of fraud or irregularities may continue to take part in further evaluations of the (pre)doctoral training programme at their own risk. An examination-related disciplinary decision becomes final if an internal appeal or a subsequent external appeal fails to be filed in timely fashion or if said external appeal is turned down by the Council for Disputes on Study Progress Decisions (“Raad voor betwistingen inzake studievoortgangsbeslissingen”).

**§13.** Students may file an appeal against the examination-related disciplinary decision pronounced against them with the Institutional Appeals Committee, as specified in article 89 of the general [Education and Examination Code](#).

**§14.** In accordance with §2 and §3, the stipulations of §4 up to and including §13 apply for the Examination Board for the doctoral examination. In accordance with §2 and §3, the [Regulations pertaining to the procedure to investigate breaches of academic integrity](#) apply for the Committee for Scientific Integrity.

## PART VIII: ORGANISATION OF AND FRAMEWORK FOR THE DOCTORAL SCHOOLS

### Article 61 Definition of Doctoral Schools

A Doctoral School is an interdisciplinary body that provides a clear framework for doctoral students and their training. Within a Doctoral School, doctoral training programme is organised in the form of courses, workshops, and other activities that both deepen and broaden the knowledge and skills of doctoral students. The Doctoral School also represents the role that Ghent University (UGent) plays in the training of doctoral students.

At Ghent University, there are five Doctoral Schools:

1. Doctoral School of Arts, Humanities and Law (Cultuur-, Mens- en Rechtswetenschappen)  
The faculties involved are: Arts and Philosophy; Law and Criminology;
2. Doctoral School of Social and Behavioural Sciences (Gedrags- en Maatschappijwetenschappen)  
The faculties involved are: Economics and Business Administration; Psychology and Educational Sciences; Political and Social Sciences;
3. Doctoral School of Natural Sciences (Natuurwetenschappen)  
The faculty involved is: Sciences;
4. Doctoral School of (Bioscience) Engineering ((Bio-)Ingenieurswetenschappen)  
The faculties involved are: Engineering and Architecture; Bioscience Engineering;
5. Doctoral School of Life Sciences and Medicine (Levenswetenschappen en Geneeskundige Wetenschappen)  
The faculties involved are: Sciences; Medicine and Health Sciences; Veterinary Medicine; Pharmaceutical Sciences.

### Article 62 Role of the Doctoral Schools

The mission of the Doctoral Schools is to:

1. support doctoral students during their doctoral research;
2. stimulate the quality culture in (doctoral) research;
3. promote the doctorate's international and social image to potential researchers and the job market.

### Article 63 Operational tasks of the Doctoral Schools

**§1.** The operational tasks, in accordance with the threefold mission, include:

1. Support doctoral students during their doctoral research:
  - 1.1. offering courses, workshops, training, and other activities within the framework of the Ghent University Doctoral Programme, in particular specialised “deepening” and “broadening” courses and regular course units on the one hand, and doctoral seminars on transferable skills (transferable skills courses), on the other, by means of various forms of working, including lectures, guest lectures, workshops, intensive training and residential courses;
  - 1.2. coordinating the registrations for these regular course units, specialised courses and doctoral seminars aimed at skills training;
  - 1.3. entrusting teaching or training assignments for these regular course units, specialised courses and doctoral seminars aimed at skills training to staff members or to external instructors (if necessary, subject to a fee).

2. Stimulate the quality culture in (doctoral) research:
  - 2.1. providing advice to the faculties involved and the university board regarding the doctoral policy;
  - 2.2. supervising the activities and functioning of the doctoral advisory committees;
  - 2.3. advising the faculty with regard to the doctoral training programme certificate.
3. Promote the doctorate's international and social image to potential researchers and the job market:
  - 3.1. providing information to potential doctoral students, both in Flanders and internationally;
  - 3.2. providing information on training opportunities, career prospects and mobility to current doctoral students;
  - 3.3. organizing activities with the aim of better informing the general public about the added value of a doctorate and promoting the transition of doctoral students onto the job market;
  - 3.4. facilitating interuniversity and international cooperation and/or exchanges at doctorate level.

**§2.** The faculties can transfer certain doctorate-related competences to a Doctoral School on their own initiative.

#### Article 64      Costs and compensations

**§1.** The costs and allowances for teaching, for supervising exercises and for technical and logistic services for courses, workshops, training, and other activities organised by the Doctoral Schools within the framework of the Doctoral Training at Ghent University are arranged as follows:

1. Allowances for non-staff members:

Non-staff members of Ghent University are entitled to the allowance agreed upon with the organizing Doctoral School(s), which is paid out on the basis of an invoice, expense report and/or fee note;

2. Allowances for Ghent University staff members:

Costs incurred: subject to the agreement of the organizing Doctoral School(s), reimbursement can be requested by means of the appropriate statement of advanced expenses.

Overtime: on the proposal of the organizing Doctoral School(s), the university board can pay overtime worked within the framework of the Ghent University Doctoral Programme to members of Ghent University's administrative and technical staff, to the exclusion of Level-A members (function class A or A+).

Personal allowances: on the proposal of the organizing Doctoral School(s), the university board can decide to pay personal allowances. This payment can only be made to the following Ghent University staff members:

- to the members of the academic staff, as provided for in the Decree of 12 June 1991 concerning universities within the Flemish Community;
- to the members of the Level-A administrative and technical staff (function class A or A+). Personal allowances may be paid to administrative and technical staff of this staff category since the services provided within the framework of the Ghent University doctoral programme, as provided for in Article 63 of these regulations, are considered special services within the meaning of article 2 §1, second paragraph of the resolution of the Flemish Government of 20 October 2000

establishing the levels, grades and associated salary scales of the administrative and technical staff of the universities in the Flemish Community.

**§2.** For the purposes of this article, the members of the scientific staff are equated with academic staff.

**§3.** Payment is made on the basis of a reasoned proposal from the organizing Doctoral School(s) for personal allowances granted to the above-mentioned Ghent University staff members who provided the service. This proposal also contains an overview of the services provided with their nature and scope.

**§4.** The payment is either made into a fund for non-academic service in the name of the lecturer (for ZAP members) or into a lecturer's bank account (or his company's) (for members of the academic staff who are not budget holders, for Level-A administrative and technical staff (function class A or A+)).

**§5.** All of these personal remunerations to the above-mentioned Ghent University staff members combined shall not amount to more than half of the net income, i.e., the income from enrolment fees less the costs and less the other above-mentioned remunerations intended for the realisation of the Ghent University doctorate.

**§6.** The above-mentioned settlement may relate to a complete course, workshop, training, or other activity organised by the Doctoral Schools within the framework of the Ghent University Doctoral Programme, to a part of such course, workshop, training, or other activity or to a number of combined courses, workshops, training courses or other activities.

**§7.** The maximum amounts that can be paid as personal compensation per hour performed for teaching, for supervising exercises and for technical and logistic services for courses, workshops, training or other activities organised by the Doctoral Schools within the framework of the Doctoral Training Programme at Ghent University are the same as the maximum amounts set annually by the Executive Board (after consultation in the Staff Negotiations Committee (Dutch abbreviation: POC)) for postgraduate courses (including pre-doctoral courses) and for Continuing Education.

**§8.** Compensation for overtime and personal allowances are subject to the statutory deductions.

## Article 65 Governance of the Doctoral Schools

**§1.** Each Doctoral School is headed by a director. This is a 20% FTE assignment, carried out by a ZAP member of the second sub-framework with an appointment of at least 80% FTE. This position is not compatible with a position as dean or education director. The position is advertised internally. The appointment is made by the Executive Board on the recommendation of the deans involved. The appointment ends on 30 September 2011 and each four years to the day after said date. The supplying faculty is compensated in the form of 0.37 staff points.

In the event of premature resignation from the post of director, the Executive Board, on the recommendation of the deans concerned, may appoint a retired ZAP member as acting director for maximum one year. An appointment as acting director shall not give rise to compensation in the form of staff points.

**§2.** A Doctoral School director is at least tasked to:

- Take on the daily management of the Doctoral School;
- Take initiatives to complete the operational tasks of the Doctoral School (described in Article 63);
- Make a broad and relevant range of courses available to the doctoral students,

including initiating initiatives with regard to the courses offered within the framework of the doctoral programme;

- Supervise the activities and the functioning of the doctoral advisory committees of the doctoral students who are affiliated with the Doctoral School;
- Chair the assessment committee that assesses the complete curriculum of the doctoral programme (with the exception of the defence of the doctoral dissertation) of a doctoral student and issues advice on the awarding of the doctoral training programme's certificate at Ghent University to the faculty where the doctoral student wishes to obtain the certificate.

## Article 66 Doctoral Schools Steering Committee

**§1.** The Doctoral Schools Steering Committee consists of:

- the academic administrator;
- the Research Director;
- the Educational Studies Director;
- the Directors of the five Doctoral Schools;
- an AAP/OAP representative of the alpha faculties;
- an AAP/OAP representative of the beta faculties;
- an AAP/OAP representative of the gamma faculties.

The AAP/OAP representatives are appointed by the AAP representatives on the Board of Governors.

The Director of Internationalisation attends the meetings of the Doctoral Schools Steering Committee as an observer.

The Steering Committee meets regularly and is chaired by a ZAP member who is appointed by the Board of Governors on the recommendation of the Rector and Vice-Rector.

The non-official members of the Steering Committee are appointed for a period of four years that coincides with the appointment period of the Doctoral School directors.

**§2.** The Steering Committee is authorised to:

- define the strategic objectives of the Doctoral Schools, in particular with regard to doctoral training (including quality assurance), interuniversity and international cooperation and exchange at doctoral level, and transition onto the job market;
- determine the distribution of the financial resources made available for the operation of the Doctoral Schools;
- advise the faculties and the university board on doctoral policy and regulation.

## Article 67 Board of Directors

**§1.** The directors of the Doctoral Schools together form the Board of Directors. Each year, the directors elect a chair internally. The Research Director may attend the meetings as an acting member.

**§2.** The task of the Board of Directors consists in particular of at least:

- the operationalisation of the strategic objectives of the Doctoral Schools, in particular with regard to the doctoral training programme (including quality assurance), interuniversity and international cooperation and exchange at doctoral level, and the transition onto the job market;
- the alignment of the policy and activities of the Doctoral Schools with each other and with the policy vision of Ghent University, in consultation with the faculties involved, the



Research Department and the Department of Educational Policy;

- establishing a common programme of doctoral seminars aimed at skills training offered in each Doctoral School (“common core”), including the approval of these seminars and the appointment of the teaching staff for this purpose;
- the approval of the regular course units, specialised courses, seasonal schools and doctoral seminars aimed at skills training that are jointly recognised by the Doctoral Schools as part of the minimum set of the doctoral training programme, including the granting of funding to doctoral students to take these regular course units, specialised courses and doctoral seminars aimed at skills training;
- The approval of applications and granting of funding for other initiatives related to the doctoral research and doctoral training programme.

## Article 68     Doctoral School Councils

**§1.** A Doctoral School Council is composed for each Doctoral School. This is an internal consultative body in which the ZAP and the AAP/OAP of the faculties concerned are represented.

Each Doctoral Council consists of at least the following voting members:

- the deans of the faculties involved;
- a ZAP representative from each faculty involved;
- an AAP/OAP representative from each faculty involved.

This basic format can be supplemented with voting and advisory members.

Each Doctoral School Council appoints a dean internally or ZAP representative from the faculties involved as chair. The Doctoral School Director is an acting member of the Doctoral School Council and cannot be the chair.

**§2.** Every two years, the Doctoral School Councils are composed by the deans of the faculties concerned. The Councils are organised in a gender-balanced way. The composition of the Boards is communicated to the Executive Board.

**§3.** Each Doctoral School Council meets at least once a year and determines how often it wants to meet.

**§4.** The task of the Doctoral School Council consists in particular of at least:

- supervising the functioning of the Doctoral School;
- the approval of the regular course units, the specialised courses and the doctoral seminars aimed at skills training organised by the own Doctoral School and the appointment of the teacher(s) for this purpose;
- the approval of the regular course units, specialised courses and doctoral seminars aimed at skills training recognised by the own Doctoral School as part of the minimum set of the doctoral training, including granting of funds to doctoral students to take these regular course units, specialised courses and doctoral seminars aimed at skills training;
- Advising the faculties on granting exemptions in the doctoral training programme;
- checking and approving course units offered within the framework of unfunded “joint doctoral training programmes” set up by Ghent University with partner universities. This approval is only done by the most expert Doctoral School Council.

**§5.** The Doctoral School Council can delegate its powers to approve and recognise the regular course units, specialised courses and doctoral seminars aimed at skills training, and to advise on exemptions, either in whole or in part.

## PART IX: CONCLUDING PROVISIONS

### Article 69 Amendments to the education and examination code for doctoral matters

**§1.** The provisions of the present Education and Examination Code may only be amended by the Board of Governors, after the recommendation of the Doctoral Schools Steering Committee. In contravention of this, in the event of force majeure, the Rector can immediately take the measures and decisions necessary to safeguard the functioning of the institution, its students and staff.

The Rector decides on cases which have not been mentioned in the present Education and Examination Code for Doctoral Matters, for disputes relating to the interpretation of the present code or in case of material errors. Any such decisions are publicly announced.

**§2.** The powers that the present code describes may be delegated to the Dean or to faculty members on an individual or collective basis.

### Article 70 Departures from the education and examination code for doctoral matters

**§1.** Departures from the present Education and Examination Code for Doctoral Matters are possible:

- as a result of an agreement approved by the Executive Board concerning a study programme staged in conjunction with one or more other institutions of higher education;
- to serve student mobility within a bilateral and multilateral agreement with other institutions of higher education;
- as part of framework programmes financed by a public authority.

**§2.** For outgoing exchange students with a main enrolment at Ghent University, the regulations and arrangements of the receiving institution apply to the education and examination procedures of the course units belonging to the individual learning agreement, without prejudice to the provisions of articles 2 §6, article 30, article 55 §6 and article 56 §4 of the general [Education and Examination Code](#). With regard to the deliberation decisions for outgoing exchange students, the Education and Examination Code of Ghent University invariably applies.

**§3.** For incoming exchange students with a main enrolment at another educational institution than Ghent University, the present regulations apply to the education and examination procedures of the course units belonging to the individual learning agreement, including the provisions of article 2 §6 and article 18 of the general [Education and Examination Code](#). With regard to the deliberation decisions for incoming exchange students, the Education and Examination Code of Ghent University does not apply and the regulations and arrangements of the sending institution are in force.

### Article 71 Specific examination code for study programmes organized in conjunction with different institutions of higher education

For study programmes that are jointly organised with other institutions of higher education, a specific examination code may apply that is drawn up by the institutions and approved by separate decision by the Board of Governors at Ghent University.

### Article 72 Implementation of the education and examination code for doctoral matters

The present Education and Examination Code for Doctoral Matters comes into effect from the academic year 2021-2022 onwards.

PART X: REGULATIONS CONCERNING THE STORAGE OF DOCUMENTS

DOCUMENT	HOW LONG SHOULD IT BE STORED?	BY WHOM?
<b>DISSERTATIONS</b>		
Assignments as part of continuous assessment, such as Bachelor's dissertations and work placement reports	Up to one year after the close of the academic year concerned	Lecturer-in-charge
Doctoral dissertations	Paper and electronic version: permanently	University library
Administrative preparations concerning Master's or doctoral dissertations: forms with working titles and definitive ones, title pages of Master's dissertations, signature lists, etc.	To be destroyed when administrative use lapses	FSA
<b>REPORTS</b>		
Reports Examination Board	Reports Examination Boards	Reports Examination Boards
Reports Examination Board predoctoral training programme	Five years Then: permanently	Faculty University archives
Reports Examination Board doctoral training programme	Five years Then: permanently	Faculty University archives
Reports doctoral examination	Five years Then: permanently	Faculty University archives

## PART XI: STUDENT ASSISTANCE AND STUDENT SERVICES

<b>Faculty level</b>	
Faculty of Arts and Philosophy	<a href="mailto:fsa.lw@ugent.be">fsa.lw@ugent.be</a> Heidi Geers (pedel) Arne Smet
Faculty of Law and Criminology	Administrative queries (start-up procedure for doctoral students, interdisciplinary and joint doctorates, submitting the doctoral dissertation): <a href="mailto:faculteitsraad-rechten@ugent.be">faculteitsraad-rechten@ugent.be</a> Luc De Bie and Benny Vlerick Substantive questions (project applications, funding): <a href="mailto:research.re@ugent.be">research.re@ugent.be</a> Arne Vandenbogaerde
Faculty of Sciences	<a href="mailto:fsa.we@UGent.be">fsa.we@UGent.be</a> Joeri Delamanemailto:Joeri.Delamane@UGent.be
Faculty of Medicine and Health Sciences	<a href="mailto:PhDGE@ugent.be">PhDGE@ugent.be</a> Kim de Keyser
Faculty of Engineering and Architecture	<a href="mailto:doctoraat.ea@ugent.be">doctoraat.ea@ugent.be</a> Muriel Vervaeke Valerie Bastien Sofie Messiaen
Faculty of Economics and Business Administration	<a href="mailto:Phd.eb@UGent.be">Phd.eb@UGent.be</a> Wieland De Caluwe
Faculty of Veterinary Medicine	<a href="mailto:doctoraat.di@ugent.be">doctoraat.di@ugent.be</a> Liesbeth Dooms Vannesa Van den Berge
Faculty of Psychology and Educational Sciences	<a href="mailto:doctoraat.pp@ugent.be">doctoraat.pp@ugent.be</a> Ellen Van Glabeke Bart Vandecasteele
Faculty of Bioscience Engineering	<a href="mailto:doctoraten.fbw@ugent.be">doctoraten.fbw@ugent.be</a> Hilde Ghellynck
Faculty of Pharmaceutical Sciences	<a href="mailto:decaanaat.fw@ugent.be">decaanaat.fw@ugent.be</a> Claudine Bogaert Monique Vertriest Carine Staessens
Faculty of Political and Social Sciences	<a href="mailto:fsa.psw@ugent.be">fsa.psw@ugent.be</a> Torsten Dhondt
<b>Central Administration</b>	
Doctoral Schools: doctoral training programme, regulation, career service, self-reflection report, curriculum management, help desk	<a href="mailto:doctoralschools@ugent.be">doctoralschools@ugent.be</a>
Joint and interdisciplinary doctorates	<a href="mailto:jointphd@ugent.be">jointphd@ugent.be</a>

International Admissions Desk	<a href="mailto:phdadmission@ugent.be">phdadmission@ugent.be</a>
Career coaching	<a href="mailto:loopbaanbegeleiding@ugent.be">loopbaanbegeleiding@ugent.be</a>
Bench fees and support for external scholarships/exchange PhD	<a href="mailto:PhDexternalfunding@ugent.be">PhDexternalfunding@ugent.be</a>
Contracts and personnel registration; Ghent University scholarships	Brenda Delcloo, Tessa Boriau, Sonja Van Nevel; Mieke Van De Putte
Ghent University TechTransfer	<a href="mailto:techtransfer@ugent.be">techtransfer@ugent.be</a>
Enrolment, fees, creation of doctoral diplomas	<a href="mailto:doctoraat@ugent.be">doctoraat@ugent.be</a>
Mental health	Trustpunt: <a href="mailto:trustpunt@ugent.be">trustpunt@ugent.be</a>
Data management plan (DMP)	<a href="mailto:rdm.support@ugent.be">rdm.support@ugent.be</a>
Institutional Ombuds Services	<a href="mailto:ombuds@ugent.be">ombuds@ugent.be</a> (Please contact your <a href="#">faculty's ombuds service</a> where possible)