STEP 1 | New PhD Student

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1 – Has promotor
- **NO** → Two options: (1) one promotor and a Doctoral Guidance Committee (DGC), or (2) two promotors have to be assigned.
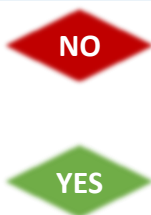- **YES** → *go to 2*

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2 – Has funding
- **NO** → Send application to internationalstudents@ugent.be.
- **YES** → *go to 3*

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3 – Has Flemish MSc diploma
- **NO** → Administrative promotor request advice from Educational Board for admittance to PhD program based on scan of MSc diploma and CV student. Promotor can demand predoctoral training if necessary. After positive advice, *go to 4.*
- **YES** → *go to 4*

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4 – PhD is joint PhD
- **NO** → *go to 5*
- **YES** → A joint PhD agreement between both host universities has to be established first. The student has to be admitted to the PhD program of both universities. After that, *go to 5.*

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5 – First enrolment ⤑ **Registration in Oasis**

1) Supervisor starts first enrolment application through **2DOC application in Oasis** (login required):
→ Oasis → Promotor PhD (Admin) DB → Doctorates → Enrolment applications (UGENT) → New application
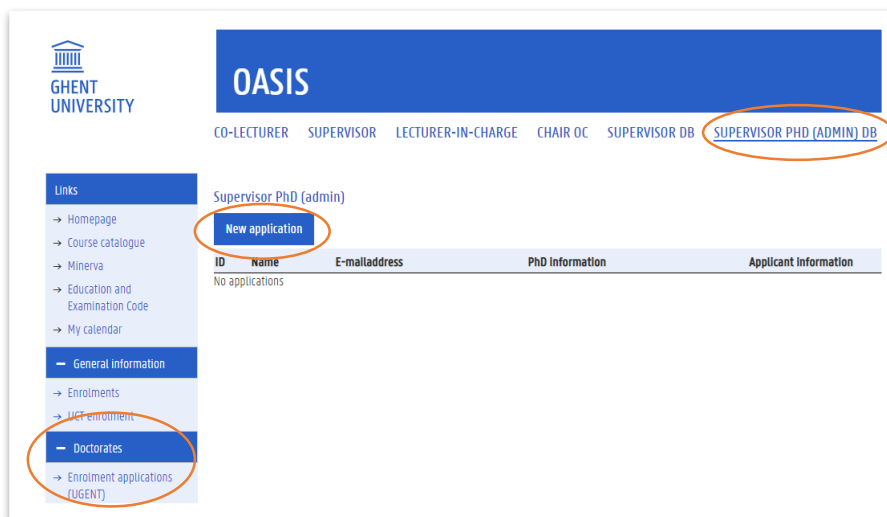
2) PhD candidate completes and checks information.
3) Supervisor submits application to the Faculty.
4) A unique ID-code is generated for this application.
5) Once finalised, the application is automatically added to Plato and the student receives a mail with practical information.

Registration in Apollo

1) Supervisor initiates recruitment procedure in Apollo (login required):
→ Athena → Apollo → Personeel → Aanwerven → Aanvraagformulier VTA
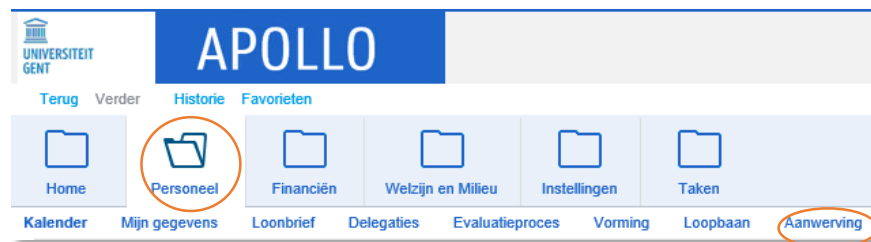
2) Funding source and Oasis ID code is added.

Enroll as PhD student

1) PhD candidate enrolls as a PhD student at UGent.
2) PhD candidate enrolls for the Doctoral Schools (Natural Sciences for PhD in Biology and Marine Sciences).

1 – PhD thesis content ┄┄> **Faculty requirements**

1) It is cleary stipulated in the PhD what the personal contribution is of the PhD candidate.
2) Thesis should reflect a learning path of the PhD candidate.
3) Thesis shows contributions that aim for impact (in its broadest sense).

Educational Board requirements

1) Supervisors and/or doctoral guidance committee are considered responsible for the quality and quantity control of the thesis before submission. They decide when a PhD is ready for submission or not.
2) In case of doubt or disagreement, the advice of the Educational Board is requested.

Thesis chapters

Thesis should include following parts:
1) General introduction (including objectives and thesis outline)
2) Research chapters (can be written in co-authorship but individual contribution of PhD candidate has to be clarified). Should be in regular style and of quality of scientific SCI-listed papers. Number of chapters of which PhD candidate is not first author should not exceed the number of which he/she is first author.
3) General discussion (to be written not in co-authorship)
4) General conclusions
5) Summary (English **and** Dutch version)

Handy for PhD for predefence: include line numbers

2 – Administrative changes ┄┄> **Supervisor(s)**

1) In case the supervisors or the composition of the doctoral guidance committee have changed since the first enrolment, this has to be notified to the Faculty Student Administration (Joeri.delamane@ugent.be).

PhD diploma

1) In case the PhD diploma has changed since the first enrolment (PhD in Biology or PhD in Marine Sciences), this has also to be notified to the Faculty Student Administration (Joeri.delamane@ugent.be).

3 – Timing and planning ┄┄> **Approval**

1) Supervisor completes and approves the application in **Plato** at least 1.5 weeks prior to the date of the Faculty Board meeting where the committee composition needs to be approved ➔ see **STEP 3**

Faculty Council

1) Final thesis (PDF) must be uploaded on Plato at least 24h prior to the Faculty Council meeting. Up till then, new updates can be uploaded.
2) The examination procedure officially starts from the date of approval by the Faculty Board.
3) Committee members receive the thesis for evaluation the day after the Faculty Council meeting.

Predefence

1) Predefence must take place **between 30 and 90 calendar days** after the Faculty Council meeting. Any deviation from this requires a motivation to be sent to the FSA.
2) Supervisors or committee chairs add the date, hour and location of public defence ➔ *this is needed to start the application to obtain the PhD certificate!*

Reports

1) Committee members have to submit their report on Plato about **one week before the predefence.**

Rebuttal

1) PhD candidate uploads rebuttal and final version of the PDF on Plato, at least **one week prior to the public defence** (committee members will automatically be notified).

Public defence

1) Public defence must take place at latest **60 days after predefence**.

STEP 3 | Starting PhD defence procedure | min. 2 weeks before Faculty Council meeting!

1 – Examination committee ┈┈▶ Registration in Plato

IMPORTANT (for non-joint PhDs!)
- in case UGent is the lead institute, the same procedure as for regular UGent PhD has to be followed.
- in case another host institute has the lead, then the PhD administration is NOT done through Plato. Here, the supervisor is responsible for communicating about the PhD procedure and progress with the FSA.

IMPORTANT (for non-joint PhDs!)
- min. 2 members have to be external to the Faculty of Sciences, of which min. 1 is external to UGent
- min. 50 of voting members must have UGent-affiliation (UGent guest professors are considered 'UGent').
- min. 50% of the voting members must have supervision rights at their home institute
- max. 50% of the voting members belong to the Doctoral Guidance Committee or are co-author to chapters of the thesis

IMPORTANT (for joint PhDs!)
- committee composition follows the Joint Agreement
- if not specified and UGent is the main host: min. 2 UGent members in the committe (including supervisor)

Approval by Educational Board

Approval by Faculty Council

1) Administrative supervisor starts completion of PhD form in Plato (login required)
   → plato.we.ugent.be → Mijn studenten → Doctoraten

2) In case the PhD student has been registered properly, he/she should be listed
3) Items that **MUST** be filled out for approval by the Faculty Council:
   - **Date** of Faculty Council meeting at which committee needs to be approved → implies that the committee first needs to be approved by the preceding Educational Board meeting (1.5 weeks earlier).
   - **Contact info PhD student**
   - **Doctoral schools** training (yes/no)
   - **PhD diploma** (Biology/Marine Sciences)
   - **Interdisciplinary PhD** (yes/no)
   - **Language**
   - **PhD title**
   - **Composition of Examination Committee:**
     - ✓ *list supervisors + indicate their roles (DGC member, Co-author, Supervisor rights)*
     - ✓ *list committee chair + indicate his/her roles (DGC member, Co-author, Supervisor rights)*
     - ✓ *list voting members*
       - ➤ *indicate roles (DGC member, Co-author, Supervisor rights)*
       - ➤ *indicate who is assigned as secretary*
       - ➤ *indicate their expertise in relation to thesis*

   - **Predefence** date, hour and location
   - **Confidentiality** issues related to the data (yes/no)
   - **Joint PhD** (yes/no) → if yes, upload Joint PhD agreement and logo of partner university.
   - **Publications:** upload pdfs of all publications related to the PhD.
   - **PDF of thesis:** upload thesis pdf.
     - ✓ *an (almost) final version must be uploaded prior to the Educational Board meeting (the Board must have access to the thesis for giving its advice).*
     - ✓ *final version must be uploaded by the date of the Faculty Council meeting (this version is sent to the jury members)!*
   - **Signatures** (electronic) by all UGent supervisors and PhD candidate

1) After all previous steps are completed, the application status will move from 'in preparation' to 'waiting for approval by Educational Board'. A mail is sent by Plato to the Chair of the Educational Board. Only then, the Board can provide its advice.
2) After approval by the Educational Board, the status moves to 'listed for Faculty Council'

1) After approval by the Faculty Board, invitation e-mails are automatically sent within 24h through Plato to the PhD candidate, supervisors and committee members, including a link to the PhD thesis and to an evaluation form. Committee members are then also given a deadline for the report submission, based on the date of the predefence.
2) The chair of the examination committee is responsible for following up the further procedure.
3) Committee members will automatically receive a reminder in case they have not uploaded their report shortly before the deadline.

Predefence ⇢ Faculty Council

1) After approval by the Faculty Council, the chair will receive a mail from Plato to confirm the approval (will also receive copies of mails to other committee members). No further actions required.

Prior to predefence

1) PhD candidate uploads CV and popularising summary in Dutch (max. 200 words) on Plato.

To be completed by the PhD student before the first (closed) defence	
CV: (a maximum of 4000 characters)	The short curriculum vitae (in continuous text and making mention of the number/type of publications) will be used as announcement at your public defence. Attention: If you intend to publicly defend your PhD in English, please upload your CV in English. If you intend to publicly defend your PhD in Dutch, please upload your CV in Dutch.
Article (in Dutch!): (a maximum of 200 words)	A short, simplified summary in Dutch (of approximately 200 words) of the dissertation will be published on the faculty website.

2) Committee members are automatically reminded through Plato if they have not uploaded their report (reminders 3 days before deadline, at deadline of 1 week before predefence, and 2 days before predefence)
3) Plato automatically sends all submitted reports (1) to the PhD candidate 1 week prior to the predefence, and (2) to all jury members 24h before the pre defence.
4) Chair downloads predefence attendance list from Plato.

Attendance list closed defense	Show empty attendance list (print th You already uploaded the attendanc You can upload a new version here.

Predefence meeting

1) Meeting aims for a duration of about 2 hours.
2) Secretary makes a report of what is discussed during the meeting.
3) The chair briefly explains the procedure of the defence and has attendance list signed by committee members.
4) Committee members are invited to discuss their comments with the PhD candidate. Focus should mainly be on major comments and comments that require feedback from the candidate (candidate gets all the reports).
5) Committee members are invited to hand over draft thesis with additional comments to candidate.
6) Date for public defence is fixed.
7) Date for submission of rebuttal and final PhD thesis (in PDF format) is fixed.

Public defence ⇢ Prior to defence

1) **Supervisor:**
   - arranges practicalities associated with public defence.
   - fills out details of public defence in Plato
   - overseas modifications made by PhD candidate based on committee feedback.
2) **Committee Chair:**
   - change status in Plato from 'Awaiting first defence' to 'Awaiting second defence'
   - sends invitations to committee members through Plato (click Resend mails , and click on the three links to send out the three necessary mails):
   - uploads scan of signed attendance list.
   - uploads predefence report (under 'document with the internal discussion') (no additional document 'with feedback for the student' needed).

email	to	taal	lezer?
MAIL6_E-2	commissie	E	
MAIL7_E-2	student	E	
MAIL8-2	fsa.we@ugent.be	N	

Report first meeting	Change the report | Recreate the report | Show the report Is there a document (PDF) with the internal discussion? Yo You can upload a new version here. Is there a document (PDF) with feedback for the student? /

   - downloads and prints attendance list for the public defence

Attendance list public defense	Show empty attendance list (print this do You already uploaded the attendance list You can upload a new version here.

   - will receive an invitation to pick up the PhD certificate and academic hat.
3) **PhD candidate:**
   - uploads Dutch and English summary (*for publication on UGent Website*)
   - uploads rebuttal letter (*for committee members*)
   - uploads PDF of final version of thesis → Plato will inform committee members (*also for submission to UGent library*)

Public defence meeting

1) Committee meets 15 mins prior to public defence. Chair explains the procedure (including max. 2 hours duration) and evaluates with committee members whether final version of the thesis meets the final requirements.
2) Chair opens the meeting and invites candidate to start presentation
3) <u>Presentation</u>: 30-40 minutes presentation
4) <u>Discussion</u>: Chair invites committee members one by one to start the discussion
5) <u>Deliberation</u>: committee retreats for deliberation, where (1) final thesis, (2) presentation, and (3) discussion is considered. All voting members sign the attendance list.
6) <u>Proclamation</u>: Chair proclamates candidate, and delivers the certificate and hat

IMPORTANT!
- the complete public defence (from introduction to the end of the proclamation) CANNOT take longer than **two hours!**

After public defence

1) Chair uploads the signed attendance list to Plato