

SUPPLEMENTARY FACULTY REGULATIONS EDUCATION AND EXAMINATION CODE FOR DOCTORAL MATTERS ACADEMIC YEAR 2021-2022

FACULTY OF SCIENCES

(approved by the Faculty Council on 22 September 2021)

These pages provide an overview of articles Supplementary Faculty Regulations regarding the education and examination code for doctoral matters. The supplementary faculty regulations are included in *italics*.

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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.

The faculty authorizes the dean to admit the candidate doctoral student to the predoctoral programme, subject to prior advice from the relevant Study Program Committee.

Article 9. Assessment of the predoctoral training programme

§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.

The Examination Board of a predoctoral study programme consists of the lecturers of the courses belonging to the predoctoral study programme. The chairperson and secretary are those of the Examination Board of the degree programme to which most of the included courses belong. The Examination Board is supplemented by the mentor of the doctoral candidate.

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

§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.

The supervisor (or proxy) in charge of administration enrolls the candidate in OASIS and enters all necessary data related to the doctorate (subject, supervisors, type of funding, etc.).

The candidate checks the data entered and completes their personal details where necessary. Once the data and documents have been added in OASIS, the application must be submitted to the faculty via OASIS by the supervisor in charge of administration. The applications are screened and, if necessary, approved by the Faculty Student Administration (FSA) of the Faculty of Sciences. In the case of applications from foreign candidates, the advice of the relevant study programme committees is sought.

Once the application has been approved by the FSA, the student will receive a LOA (letter of admission) which explains how the student can enrol. The doctorate is automatically registered in Plato (plato.we.ugent.be) at the time of enrolment. Over the course of the doctorate, the candidate will be required to complete the available data.

If the supervisor in charge of administration belongs to another faculty, the prior advice of the relevant Study Programme Committee shall prevail. If acceptance hinges on a qualification from another faculty, the advice of the Study Programme Committee concerned shall also prevail.

Changes to sections of the admission dossier can be requested from the FSA via e-mail.

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.

Each doctoral student has a supervisor in charge of administration who is an active professorial staff member of UGent. They bear the final responsibility for the academic training and supervision of the doctoral student. The doctoral student is supervised by at least two people through the appointment of either several supervisors or a Doctoral Advisory Committee. The Doctoral Advisory Committee consists of at least three, and no more than five, members, including the supervisor(s). At least one member of the doctoral advisory committee must be an expert from outside the department of the supervisor(s) and preferably an expert from outside UGent. The members of the Doctoral Advisory Committee need not hold a doctoral thesis themselves.

Article 18. The self-reflection report

§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.

The Faculty Committee for Scientific Research acts as the Faculty Doctoral Advisory Committee.

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.

- *The doctoral student must complete all the sections in Plato (plato.we.ugent.be) required for this purpose, including a version of the dissertation on the basis of which the relevant study programme committee can formulate its advice for admission to the Faculty Council, before the Examination Board for the doctoral examination is set up in the Faculty Council.*
- *The use of Plato is compulsory for all candidates who apply for admission to the doctoral examination at the Faculty Council of Science.*
- *The decision and responsibility to admit doctoral students to the doctoral examination lies in the first instance with the supervisor(s) and/or the supervisory committee, as well as the study programme committee concerned.*
- *Each dissertation, regardless of the language in which it was written, shall consist essentially of a substantial and coherent text that gives a comprehensive overview of the core elements and results of the research and their interrelationship. This text contains, among other things, one global positioning and problem definition, as well as one general conclusion, and is, moreover, consistent in its use of notation.*
- *A quality doctorate, which can be submitted with a view to taking the doctoral examination by the candidate, reflects at least the following:*
 - *A clearly defined personal contribution by the doctoral student. A doctorate is a reflection of the doctoral student's own innovative research. A doctorate may also incorporate contributions obtained through collaboration with other researchers, as long as the doctoral student has made a substantial contribution of their own.*
 - *An ambition to enhance the student's learning process during the doctorate. This can be illustrated, for example, by the fact that the student has learned to deal with the dissemination of their research, as well as reflection and evaluation during a publication process.*
 - *An incentive to achieve impact and excellence, among other things in the form of publications, industrial and social research transfer, conference announcements*

and contributions to society. A successful doctorate typically involves a combination of some of these forms of dissemination.

- *The study programme committee concerned may impose specific quality standards for its study programme. These quality standards are primarily established to ensure minimum quality and are not considered an end in themselves. What is pursued is a flexible, sufficiently broad minimum admission requirement, in the light of the specificity of the research field. If a study programme committee decides to impose a specific quality standard, a motivation and vision in this respect must be submitted to the Faculty Committee Scientific Research (FCWO), which will, in turn, submit it to the Faculty Council for approval. This quality standard is added to the "Supplementary Faculty Regulations to the Education and Examination Code (EEC)" and can be amended annually at the most.*
- *By decision of the Study Programme Committee Chemistry, the candidate needs to fulfil one of the following publication requirements (order of authors not important): 2 A1 publications or 1 A1 publication in a top 10% journal of the field according to WoS or 1 A1 publication and one patent application or 2 patent applications.*

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.

The names of the members are uploaded onto Plato (plato.we.ugent.be) at the latest 1.5 weeks prior to the Faculty Council at which the file is discussed.

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 authorized 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.

After all conditions for enrolment in the doctoral examination have been met, the faculty shall compile the Examination Board on the proposal of the study programme committee. The Examination Board's proposal must be submitted to the FSA via Plato (plato.we.ugent.be) no later than seven days before the Faculty Council.

The Examination Board has a minimum of five and a maximum of eight members with voting rights, including the chairperson and the secretary. One or more supervisors may be added to the Examination Board, but they do not have the right to vote.

The following provisions shall be taken into account when appointing members with voting rights:

- *at least two members with voting rights do not belong to the faculty, at least one of them does not belong to UGent;*
- *at least half of the members entitled to vote in their institution have the right to act as supervisor of a doctorate;*
- *at least half of the voting members have an appointment at UGent;*
- *no more than half of the members entitled to vote belong to the doctoral advisory committee or have co-authored a publication that forms an integral part of the dissertation.*

As a rule, the chairperson of the Examination Board is the chairperson of the study programme committee. The roles of chairpersonship of the Examination Board and supervisorship of the dissertation are incompatible. Regardless of who acts as chairperson, the chairperson of the study programme committee, or a delegate member from this committee, will take on all prior and final administrative tasks related to the doctorate.

In the case of a joint doctorate with another academic institution, this requirement lapses. In that case, at least two members of the Examination Board must be attached to UGent,

including at least one member who was in no way involved in the realisation of the doctoral research.

In case of an interdisciplinary doctorate, the provisions of the "Decision of the Executive Board of the University of Ghent concerning the granting of combined doctoral titles for interdisciplinary doctorates" are taken into account when appointing the voting members.

Retired professorial staff with continued activities can also be appointed as chair of an Examination Board for the doctoral examination. The chairperson shall inform the other members in writing of their appointment, indicating a deadline for the submission of a report (not necessarily graded).

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.

The chair of the Examination Board ensures that the doctoral student and the supervisor(s) receive all required assessments in time, i.e. at least five working days before the closed section of the doctoral examination.

These will be automatically delivered by e-mail by Plato (plato.we.ugent.be). The bundled reviews are also delivered by Plato to the FSA. These will also indicate when the first assessment of the dissertation will take place.

Members of the Examination Board who are unable to attend the first part of the examination (in particular any foreign members) must provide a sufficiently detailed assessment that allows the other members of the Examination Board to address the remarks and/or questions of this member in this first section.

By decision of the Study Programme Committee Chemistry, the candidate gives a max 10-minute presentation of the highlights of the work. Guideline for the maximum time of the internal defence is 2 hours, including the presentation. This is, however, not a strict guideline.

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.

The place and time of the public defence will be announced to the FSA at least three weeks in advance via Plato (plato.we.ugent.be). In accordance with the procedure drawn up for this purpose, the faculty communicates all necessary information to the Department of Educational Policy, the Registrar's Office, so that the public defence of the dissertation can be included in the central administration and announced on the university's website. In addition, the necessary efforts are made to announce the defence to other university groups, companies, the government and the press.

§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.

By decision of the Study Programme Committee Chemistry, the candidate gives a 30-minute (maximum) presentation of the work, understandable for the general public. In addition, the public defence, including the presentation, should not last longer than 2 hours.

§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.

By decision of the Study Programme Committee Chemistry, the jury will have the deliberation without the promotor's presence.

§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).

After the public defence of the dissertation, the chairperson of the Examination Board sends the deliberation report to the FSA via Plato.

By decision of the Study Programme Committee Chemistry, the jury will decide on two appreciations: Written work (sufficient, good, very good, or outstanding) and Public defense (sufficient, good, very good or outstanding). These appreciations will be announced by the chair during the proclamation.

§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.

When awarding the doctoral degree, the chairperson shall draw the attention of the student who newly obtained a doctoral degree to the value of the doctoral degree, the continuing importance of academic integrity and acting responsibly within the university community or professional group, taking into account the broader social context.

By decision of the Study Programme Committee Chemistry, one hardcopy of the printed PhD thesis is to be provided to the library by the candidate.