

STEP 1 New PhD Student – PhD fellow

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

2 – Has funding

- NO: Send application to internationalstudents@ugent.be.
- YES: go to 3

3 – First enrolment

Registration in Oasis

1) Supervisor starts first enrolment application through the **DOC application in Oasis** (login required):
→ Oasis → Promotor PhD (Admin) DB → Doctorates → Enrolment applications (UGENT) → New application

Registration in Apollo

Enrol as PhD student

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.

1) In case the PhD candidate has a contract at UGent as staff member, the supervisor contacts Sofie De Winter to start up the hiring procedure in Apollo.
2) Funding source and Oasis ID code is added.

1) PhD candidate enrolls as a PhD student at UGent and for the Doctoral Schools (Natural Sciences for PhD in Geography, Geomatics and Surveying, Geography and Geomatics).
2) Finish the onboarding track for new PhD candidates (see: <https://www.ugent.be/doctoralschools/en/administration/phd-onboarding>).

4 – Has Flemish MSc diploma

- NO: Your enrolment will be sent automatically to the Faculty Student Administration who will ask the advice from Study Programme Committee for admittance to PhD program based on MSc diploma and CV student. Promotor can demand predoctoral training. After positive advice, go to 5.
- YES: go to 5

5 – PhD is joint PhD

- NO: No action needed.
- YES: A joint PhD agreement between both host universities has to be established. The student has to be admitted to the PhD program of both universities. The agreement of the joint PhD can be finalised in a later stage.

STEP 2 During the research

1 – Start

- 1) Check the doctoral school and training programme (see: <https://www.ugent.be/doctoralschools/en/doctoraltraining>).
- 2) Complete the PhD Onboarding Track (<https://www.ugent.be/doctoralschools/en/administration/phd-onboarding>).
- 3) Start the Data Management Plan of your project.

2 – Progress report and re-enrolment

- 1) Every year in June, the PhD candidate is asked to submit his/her progress report in Oasis.
- 2) The supervisors (and DGC) evaluate the report.
- 3) After a positive evaluation, the PhD candidate can enrol for the next academic year

STEP 3

Finalising PhD Thesis

1 – PhD thesis content

Faculty requirements

- 1) It is clearly stipulated in the PhD thesis what the personal contribution is of the PhD candidate.
- 2) Thesis should reflect a learning path of the PhD candidate (see: <https://www.ugent.be/we/nl/voor-studenten/aanvullingover2019-2020.pdf> article 93 §5). This learning path is qualitative. However this learning path will be evaluated positively by the Study Programme Committee expects when the PhD candidate has at least one published/accepted paper and one paper in revision.
- 3) Thesis shows contributions that aim for impact (in its broadest sense) in, amongst others, publications, valorisation, conference presentations.

Requirements from Study Programme Committee

- 1) Supervisor(s) and/or doctoral guidance committee are considered responsible for the quality and quantity control of the thesis before submission. They decide when a PhD thesis is ready for submission or not.
- 2) The supervisor(s) contact the chair of the from Study Programme Committee to discuss the composition of the examination board and the timeline of the PhD defence procedure (including deadlines for the Faculty Board).

General overview of the content of the thesis

Thesis should include following parts:

- 1) Summary (English **and** Dutch version)
- 2) General introduction (including objectives and thesis outline)
- 3) Research chapters. Should be in regular style and of quality of scientific SCI-listed papers. The papers can be written in co-authorship but individual contribution of PhD candidate has to be clarified as well as the publication status (published, in review, in preparation).
- 4) General discussion (to be written not in co-authorship)
- 5) General conclusions
- 6) Overview of the papers included in the PhD manuscript, including the status of publication and own contribution.

Handy for PhD for predefence: include line numbers

2 – Administrative issues

Supervisor(s) or guiding committee

- 1) In case the supervisors or the composition of the doctoral guidance committee have changed since the first enrolment, notify the Faculty Student Administration (Joeri.delamane@ugent.be) by using this form ([link](#)).

PhD diploma

- 1) In case the PhD diploma has changed since the first enrolment (PhD in Geography, Geomatics & Surveying, Geography & Geomatics), notify the Faculty Student Administration (Joeri.delamane@ugent.be).

Joint PhD

- 1) Make sure the necessary documents describing the agreement for the Joint PhD are uploaded to Plato.

3 – Timing and planning

Approval

- 1) Supervisor(s) and PhD candidate start filling in the application in **Plato** prior to the meeting of the Study Programme Committee where the composition of the examination board needs to be approved
- 2) Supervisor(s) and PhD candidate complete and approve the application in **Plato** one week before the meeting of the Faculty Board meeting where the composition of the examination board needs to be approved → see **STEP 4**

Faculty Council

- 1) Final thesis (PDF) must be uploaded to Plato at least 24h prior to the Faculty Council meeting. Until then, it is possible to update the thesis manuscript on Plato.
- 2) The examination procedure officially starts from the date of approval by the Faculty Board.
- 3) Members of the examination board 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 examination board chair add the date, hour and location of public defence → *this is needed to start the application to obtain the PhD certificate!*

Reports

- 1) Members of the examination board have to submit their report on Plato about **one week before the predefence**.

Rebuttal

- 1) After the predefence and when allowed to the public defence, the PhD candidate uploads a rebuttal, a version including the changes and final version of the PDF on Plato, at least **one week prior to the public defence** (members of the examination board will automatically be notified).

Public defence

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

STEP 4

Starting PhD defence procedure

Has to start min. 1 week before the meeting of the Educational Board prior to the Faculty Council meeting!

1 – Examination board

Registration in Plato

IMPORTANT (for 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 of chapters of the thesis.

IMPORTANT (for joint PhDs)

- Examination board composition follows the Joint Agreement.
- if not specified and UGent is the main host: min. 2 UGent members in the examination board (including supervisor).

Approval by Study Programme Committee

Approval by Faculty Council

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



- In case the PhD student has been registered properly, he/she should be listed. Otherwise he/she has to register as soon as possible.
- Items that **MUST** be filled out for approval by the Faculty Council:
 - Date** of Faculty Council meeting at which examination board needs to be approved → implies that the examination board first needs to be approved by the preceding Educational Board meeting (around two weeks earlier).
 - Contact info PhD student**
 - Doctoral schools** training (yes/no)
 - PhD diploma** (Geography/Geomatics and Surveying/Geography and Geomatics)
 - Interdisciplinary PhD** (yes/no)
 - Language**
 - PhD title**
 - Composition of Examination Board:**
 - list supervisors + indicate their roles (DGC member, Co-author, Supervisor rights)
 - list 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
 - Methodological expert
 - Expert in subdomain
 - Expert from the industry
 - Other:
 - 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).
 - The final version must be uploaded 24 hours prior to the Faculty Council meeting (this version is sent to the jury members)!
 - Signatures** (electronic) by all UGent supervisors and PhD candidate.

- After all previous steps are completed (especially the date, PhD diploma, PhD title and composition of the examination board), the application status will move from 'in preparation' to 'waiting for approval by Study Programme Committee'. A mail is sent by Plato to the Chair of the Study Programme Committee. Only then, the Committee can provide its advice officially.
- After approval by the Study Programme Committee, the status moves to 'listed for Faculty Council'.

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

STEP 5

Follow-up PhD defence procedure – for Examination Board Chair

Predefence

Faculty Council

Prior to predefence

Attendance list closed defense

Show empty attendance list (print this out)
You already uploaded the attendance list.
You can upload a new version here.

Predefence meeting

1) After approval by the Faculty Council, the chair will receive a mail from Plato confirming the approval (He/she will also receive copies of mails to other members of the examination board). No further actions required.

- 1) PhD candidate uploads CV and popularising summary in Dutch (max. 200 words) to Plato.
- 2) Members of the examination board 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.
- 5) PhD candidate takes care of the reservation of the meeting room for the predefence and the necessary equipment for video connections when needed.
- 6) Chair provided the other members of the examination board the necessary practical information for the predefence (place, videoconference) as included in Plato.

- 1) Meeting aims for a duration of about 2 hours, duration depends on the number of members of the examination board.
- 2) Secretary makes a report of what is discussed during the meeting.
- 3) The chair briefly explains the procedure of the predefence and has attendance list signed by members of the examination board.
- 4) The candidate is asked to give a 10-minutes focused presentation as an ice breaker.
- 5) Members of the examination board 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).
- 6) Deliberation and formulation of the final conclusion by the examination board.
- 7) Dates for public defence and the submission of rebuttal and final PhD thesis (PDF format) are fixed.

Public defence

Prior to defence

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

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

Report first meeting

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

Attendance list public defense

Show empty attendance list (print this out)
You already uploaded the attendance list
You can upload a new version here.

- downloads and prints attendance list for the public defence
- 3) **PhD candidate uploads the following one week before the public defence:**
 - Dutch and English summary (for publication on UGent Website)
 - rebuttal letter (for members of the examination board)
 - PDF of final version of thesis → Plato will inform members of the examination board (also for submission to UGent library)
 - Sends the invitation for the public defence to the departmental PhD officer who will put it on the department website and send it via email to WE12.

Public defence meeting

IMPORTANT

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

After public defence

- 1) The examination board meets 30 mins prior to public defence. Chair explains the procedure (including max. 2 hours duration), evaluates with the members of the examination board whether final version of the thesis meets the requirements, and asks briefly the topics that will be discussed to avoid overlap.
 - 2) Chair opens the meeting and invites candidate to start presentation
 - 3) **Presentation:** 30 minutes presentation.
 - 4) **Discussion:** Chair invites the members of the examination board one by one to start the discussion. The discussion session closes with giving the public the opportunity to ask questions.
 - 5) **Deliberation:** examination board retreats for deliberation, where (1) final thesis, (2) presentation, and (3) discussion is considered. All voting members sign the attendance list.
 - 6) **Proclamation:** Chair proclaims candidate, and delivers the certificate and hat.
 - 7) **Laudatio:** Supervisor organizes a laudatio for the candidate.
- 1) Chair or Departmental PhD officer uploads the signed attendance list to Plato.

STEP 5bis Scenario of an online predefence and public defence

Predefence

Prior to predefence

Predefence meeting

In case the predefence has to be organised in a blended format (combination online and on campus participation of members of the examination board), the following procedure will be followed:

- 1) Supervisor and chair indicate in Plato who will have to use a teleconference.
 - 2) Departmental PhD officer takes care of the link to the meeting and sends it to the members of the examination board who will join online. The meeting will take place in MS Teams, members of the examination board will receive a link to be able to participate.
 - 3) Departmental PhD officer takes care of the necessary equipment for video connections when needed. He/she can ask for assistance from the technical staff of the department.
- 1) During the presentation, the PhD candidate shares his/her screen with the online participants. The presentation can also be sent to the online participants prior to the predefence meeting.

Public defence

Prior to defence

Public defence meeting

After public defence

In case the public defence has to be organised online, the following procedure will be followed in addition to the normal procedure as explained in step 5:

- 1) Departmental PhD officer sets up two meetings in MS Teams:
 - A meeting for the examination board, to be started 30 minutes before the defence. This link is a private link and only available for the members of the examination board.
 - A meeting for the public defence that is public and will be communicated.
 - 2) Departmental PhD officer sends the details of the meeting to the webmaster who will put a short version of the link to the public defence online on the department website: <http://geografie.ugent.be/events/>. This website will be also communicated in Plato and on the official invitation of the candidate.
- 1) Chair opens the meeting and gives instructions to the audience (no cameras and microphone muted during the defence, only possible at the end during the proclamation when asked).
 - 2) The public defence will follow the structure of a physical public defence.
 - 3) The candidate is asked to share his/her screen during the presentations. During the discussion session, the members of the examination board put on their cameras and microphones.
- 1) Chair makes arrangements with the new PhD to hand over the diploma and hat.

STEP 6 Administrative follow up

Public defence

After public defence

Departmental PhD officer takes up the administrative closing of the PhD process (uploads the signed attendance list in Plato, uploads the PhD manuscript in Biblio, applies for the PhD completion bonus, ...).

More information

Regulations

Education and Examination Code UGent

- Nederlands: <https://www.ugent.be/student/nl/studeren/regelgeving>
- English: <https://www.ugent.be/student/en/class-exam-exchange-intern/class-exam/education-examination-code>

Doctoral Schools

<https://www.ugent.be/doctoralschools/en/regulations>

Faculty of Science

<https://www.ugent.be/we/nl/voor-studenten/aanvullingoer2019-2020.pdf> (only in Dutch)

Contact

- 1) **Departmental PhD officer:** Nathalie Van Nuffel – Nathalie.vannuffel@ugent.be
- 2) **Chair of the Study Programme Committee:** Veerle Van Eetvelde – veerle.vaneetvelde@ugent.be
- 3) **Department secretary:** Sofie De Winter – sofie.dewinter@ugent.be

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