

## FACULTY ADDITIONS AND CLARIFICATIONS TO THE EDUCATION AND EXAMINATION CODE FOR DOCTORAL MATTERS ACADEMIC YEAR 2022-2023

### FACULTY OF ARTS AND PHILOSOPHY

(as approved by the Faculty Council of 7 September 2022)

These regulations contain faculty-specific provisions governing the doctoral studies at the faculty of Arts and Philosophy. The regulations complement the university-wide regulations of the Education and Examination Code for Doctoral Matters.

#### 1. ADMISSION TO THE DOCTORAL STUDIES AND THE APPOINTMENT OF THE SUPERVISORS AND THE DOCTORAL ADVISORY COMMITTEE

##### Artikel 1

*[Supplementary to the Education and Examination Code for Doctoral Matters, Article 13§1, Application for the first enrolment for the doctorate and the doctoral training programme]*

Admission to enrol for the doctorate at the faculty of Arts and Philosophy is requested by the administrative supervisor responsible (or proxy) via <https://oasis.ugent.be>. Prospective doctoral students in the Arts should submit their application in advance to the School of Arts Council of University College Ghent for approval.

##### Artikel 2

*[Supplementary to the Education and Examination Code for Doctoral Matters, Article 13§1, Application for the first enrolment for the doctorate and the doctoral training programme]*

All doctoral students have one administrative supervisor responsible affiliated with the faculty of Arts and Philosophy or, if sufficiently substantiated, with another Ghent University faculty. This supervisor is required to be a professorial staff member, a visiting professor with a research assignment at Ghent University or a retired professorial staff member who has been granted permission to continue (part of) his/her paid educational activities at Ghent University.

In addition, one or more supervisors can be from within or outside Ghent University (for example, emeriti and postdoctoral researchers).

Doctoral students in the Arts are assigned one Ghent University supervisor and one supervisor of the School of Arts of University College Ghent. If the Ghent University supervisor is not a

member of the faculty of Arts and Philosophy, at least one member of the faculty of Arts and Philosophy needs to sit on the doctoral advisory committee of the doctoral student. To appoint the supervisors and the doctoral advisory committee, it is necessary to have a positive recommendation of the School of Arts of University College Ghent before the Faculty Council can give its approval.

### Artikel 3

*[Supplementary to the Education and Examination Code for Doctoral Matters, Article 15, Guidance of doctoral students]*

All doctoral students are assigned a doctoral advisory committee. The supervisor(s) will formulate a proposal for the composition of the doctoral advisory committee when the application for doctoral studies is submitted. The doctoral advisory committee consists of at 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 supervisors, and preferably an outside expert unrelated to Ghent University.

If none of the supervisors are a member of the study programme where the doctoral student intends to do a doctorate, at least one member of this study programme at the faculty of Arts and Philosophy needs to sit in the doctoral advisory committee. Through its Examination Board, this study programme needs to notify the Faculty Student Administration and the chair of the Faculty Examination Boards of the faculty of Arts and Philosophy whether the request for a doctorate will be accepted.

In addition to the supervisors and the possible member of the faculty of Arts and Philosophy (see Article 2), the doctoral advisory committee for the doctorate in the Arts also consists of an outside artist with specific expertise in the domain of the doctoral student.

The administrative supervisor responsible may ask the doctoral advisory committee to convene at least once a year, possibly electronically. The doctoral student may also request the doctoral advisory committee to convene.

### Artikel 4

*[Supplementary to the Education and Examination Code for Doctoral Matters, Article 13§5, Application for the first enrolment for the doctorate and the doctoral training programme]*

The Faculty Council will decide about the application for doctoral studies after the recommendation of the Faculty Student Administration and the chair of the Faculty Examination Boards. The recommendation also concerns the composition of the doctoral advisory committee, the advisability to attend the compulsory doctoral training programme or not and, if appropriate, the scope and contents of the doctoral training programme.

The Faculty Council may only decide for the doctorate in the Arts if the School of Arts Council of University College Ghent has also submitted a recommendation.

## Artikel 5

If the doctoral student wishes to change the stipulations of the previously approved enrolment request, s/he may address his/her substantiated request in writing to the Faculty Student Administration. The requested change can relate to the doctoral title, (administrative) supervisor (responsible), the language, the research topic of the dissertation, or the composition of the doctoral advisory committee. Requests may be submitted at any time.

The Faculty Council will decide about the application based on the advice of the Faculty Student Administration and the chair of the Faculty Examination Boards.

Prospective doctoral students in the Arts should submit their request for change in advance to the School of Arts Council of University College Ghent. If appropriate, changes can only be approved after a positive recommendation by the School of Arts Council of University College Ghent.

## 2. DOCTORAL TRAINING PROGRAMME

### Artikel 6

*[Supplementary to the Education and Examination Code for Doctoral Matters, Article 20§3, Definition of the doctoral training programme]*

When registering for the doctorate, all doctoral students are automatically enrolled for the doctoral training programme. However, actually attending and completing the doctoral training programme is not compulsory for doctoral students whose master's degree belongs to the field of study of the intended doctorate. For other doctoral students, the programme can be made compulsory. For these doctoral students, the Examination Board of the receiving programme informs the Faculty Student Administration whether the doctoral student needs to enrol for the doctoral training programme and, if so, what this programme will entail.

Doctoral students with a master's degree in the Arts who wish to obtain a doctorate in the Arts need to compose and complete a compulsory study programme before they can be allowed to submit their doctorate. The study programme consists of the following components:

- 1 specialised course (approved by the Doctoral School, except language courses)
- 1 transferable skills course (approved by the Doctoral School)
- 1 presentation (oral or poster) presented at a national or international conference

The individual curriculum of the study programme will be determined at the doctoral student's request and with the approval of his or her doctoral advisory committee. When composing the study programme, it is necessary to take into account that the study programme complements the master's programme of the candidate and that the programme is primarily aimed at scientific methods.

### 3. REQUIREMENTS FOR SUBMITTING THE DOCTORATE

#### Artikel 7

An article-based doctorate should meet the following requirements:

- There need to be at least four submitted peer reviewed publications (articles or chapters in a book). Two of these publications need to be published or formally accepted for publication. It is the responsibility of the doctoral advisory committee members to safeguard the quality of the publications.
- The doctoral student needs to be the author with the main input of at least three of these contributions;
- The compiled contributions should show clear consistency in terms of contents;
- The compiled contributions should be preceded by an introduction that elaborates on the problem and the structure of the dissertation, the methods and the importance of the research in a clear and conclusive manner;
- The compiled contributions should contain a conclusion that provides an answer to the research questions that were raised and presented in a consistent manner;
- The doctoral student should support its contributions by research data which must be updated right up until the moment of the promotion. In this case, the research hypotheses and conclusions should be amended accordingly.

The conclusion that a submitted dissertation meets each of these criteria, does not detract in any way from the autonomous authority of the Examination Board to decide whether a dissertation is admissible or not.

#### Artikel 8

Dissertations are only taken into consideration for submission if the doctoral student involved can prove to have at least 1 peer reviewed publication (articles or chapters in a book).

Upon submitting the doctorate, this publication needs to be uploaded to the Ghent University Academic Bibliography.

Doctoral students who have financed the writing of their doctorate exclusively with their own resources and who can certify this with a sworn declaration of the supervisor and the student in question, are exempted from the conditions in this Article.

#### Artikel 9

When the doctorate is submitted, the doctoral advisory committee gives a recommendation on the submission of the doctoral dissertation. The Examination Board decides in full autonomy on the value of the dissertation.

#### Artikel 10

A doctorate in the Arts can only be submitted when the doctoral student has completed the mandatory doctoral training programme (Article 6) and after a recommendation from the School of Arts of University College Ghent.

## 4. COMPOSITION AND OPERATION OF THE EXAMINATION BOARD

### Artikel 11

*[Supplementary to the Education and Examination Code for Doctoral Matters, Article 27, Examination Board for the doctoral exam]*

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. At least three, preferably four, and at most six voting members are appointed on the basis of their special expertise concerning the dissertation. In addition, the study programme where the doctoral student does the doctorate will recommend one voting member who will assure the general quality requirements concerning the doctorate in the discipline concerned, and who will assume the role of 'rapporteur'.

### Artikel 12

*[Supplementary to the Education and Examination Code for Doctoral Matters, Article 27§1, Examination Board for the doctoral exam]*

The dean chairs all the doctoral examinations. The Faculty Council will appoint per doctoral title and per academic year a permanent replacement among the senior full professors, who will take on the role of chair. If necessary or if this replacement is the supervisor of the dissertation, the dean will appoint another substitute chair from the permanent replacements. In exceptional cases, the Faculty Council may appoint a chair who is not a permanent chair.

### Artikel 13

*[Supplementary to the Education and Examination Code for Doctoral Matters, Article 27§1, Examination Board for the doctoral exam]*

The Faculty Council will assign an Examination Board, at the request of the Examination Board chair and after consultation with the supervisor(s).

In accordance with the Education and Examination Code for Doctoral Matters, the following stipulations are taken into account when the members 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 members is not affiliated with Ghent University;
- at least half the members who are qualified to vote are appointed full time or part time at Ghent University or are postdoctoral researchers at Research Foundation Flanders with Ghent University as receiving institution.

Retired professorial staff members of Ghent University who have been granted permission to continue certain activities within the framework of the (paid or unpaid) continuation of educational activities and services and/or the unpaid continuation of research may be included in an examination board and have Ghent University as its host institution;

- not more than half the members who are qualified to vote with special expertise concerning the dissertation and not more than half the voting members are part of the doctoral advisory committee;

- co-authors on a publication or a patent that is included in the dissertation in full cannot be a part of the members who are qualified to vote in the Examination Board.

At the Faculty of Arts and Philosophy a doctoral advisory committee member may not be appointed as chair and/or 'rapporteur'.

The members of the Examination Board hold a doctoral title. If sufficiently substantiated, exceptions to this may be granted by the Faculty Council. In contravention of this, for a doctorate in the Arts, at least half the members must hold a doctoral title and the committee must consist of at least a chair, two professorial staff members (one of these members is from the doctoral advisory committee) and two artists (one of these members is from the doctoral advisory committee).

At least 10 calendar days prior to the Faculty Council during which the composition of the Examination Board will be decided, the Faculty Student Administration will receive in writing the following information concerning the outside members of the Examination Board from the administrative supervisor responsible:

- their status,
- their discipline,
- their institutional affiliation,
- their competence to act as a supervisor for a doctorate at their own institution.

The composition of the Examination Board needs to be substantiated on the basis of the specialisation of the committee members and needs to be related to the subject matter of the dissertation. The Faculty Student Administration and the chair of the Faculty Examination Boards will investigate the submitted proposals about the composition of the Examination Board on their technical relevance and will advise the Faculty Council.

#### Artikel 14

*[Supplementary to the Education and Examination Code for Doctoral Matters, Article 27§1, Examination Board for the doctoral exam]*

The supervisors of the dissertation do not belong to the appraisers of the dissertation. However, they will be allowed to attend the Examination Board meetings (including the deliberations) as a non-voting member of the Examination Board. They will only intervene at the express request of other Examination Board members. At the defence, one of the supervisors is appointed to deliver the laudation after the degree has been awarded.

## 5. ASSESSMENT OF THE EXAMINATION BOARD

#### Artikel 15

*[Supplementary to the Education and Examination Code for Doctoral Matters, Article 29, The examination board's first assessment of the doctoral dissertation]*

With the exception of the chair, each voting member of the Examination Board will draw up a written appraisal of the dissertation prior to the doctoral exam. The three to six members who

were appointed because of their special expertise concerning the dissertation will appraise the dissertation in full and will spend extra attention to the chapters that are in keeping with their expertise. The rapporteur / secretary nominated by the study programme will limit himself/herself to a short meta-report.

#### Artikel 16

*[Supplementary to the Education and Examination Code for Doctoral Matters, Article 29, The examination board's first assessment of the doctoral dissertation]*

At least seven working days prior to the first part of the doctoral exam, the Examination Board will send the written appraisals of the reading committee electronically to the Faculty Student Administration and the chair. The report of the rapporteur needs to be send at least four working days prior to the first part of the doctoral exam to Faculty Student Administration and the chair.

At least four working days prior to the Examination Board meeting for the first part of the doctoral exam, the Faculty Student Administration is to provide the doctoral student and all the Examination Board members the written appraisals of the Examination Board members.

If one or more reports are not delivered on time, the first meeting will be postponed at the doctoral student's request.

#### Artikel 17

*[Supplementary to the Education and Examination Code for Doctoral Matters, Article 29, The examination board's first assessment of the doctoral dissertation]*

The first deliberation of the Examination Board on the doctoral dissertation should take place at least 30 calendar days and no more than 90 calendar days after the appointment of the Examination Board.

The Examination Board's first assessment of the doctoral dissertation consists of three phases:

- The Examination Board members read and discuss the deliberation reports drawn up by the Examination Board members who are qualified to vote.
- The Examination Board hears the doctoral student. Subject to any prior permission or obligation from the Faculty Council stating the contrary, the Examination Board will hear the doctoral student in Dutch or in English during the first part of the doctoral exam.
- The members of the Examination Board who are qualified to vote deliberate on the basis of (1) the written reports by each of the voting members and (2) the hearing of the doctoral student.

The doctoral student's presence is only required during the second phase of the appraisal. During the second phase, an in-depth debate will take place between the Examination Board members and the doctoral student.

At least three-fifths of all members with a vote need to be present in order for any meeting of the Examination Board to be valid, if necessary through video conferencing. During the entire appraisal, the Examination Board members need at least be available by phone.

The deliberation will result in one of the appraisals below:

- admission to the second part of the examination (public defence of the dissertation). The Examination Board will agree on a date for the public defence. The faculty allows the Examination Board to ask the doctoral student to make small corrections;
- admission to the second part, after corrections have been made by the doctoral student to his/her doctoral dissertation within the reasonable time span imposed by the Examination Board. The time span imposed will be determined in joint consultation with the doctoral student. In addition, the Examination Board will agree on a date for the public defence. When submitting the dissertation a second time, the doctoral student is to include an accompanying letter that declares how and where the requested corrections have been implemented. If applicable, the doctoral student is to substantiate why s/he has not implemented certain corrections. In joint consultation, the chair and the supervisor will ensure that these requested corrections have been implemented. The chairperson is to provide the Examination Board members with the accompanying letter and, if applicable, the new version of the dissertation. If the requested corrections have not been ensured sufficiently, the Examination Board can still decide to refuse admission to the second part of the examination;
- no admission to the second part of the examination.

The final outcome of this deliberation round is to be substantiated in a concise deliberation report by the secretary of the Examination Board. After the approval of the Examination Board, the deliberation report is communicated to the doctoral student and the supervisors.

#### Artikel 18

*[Supplementary to the Education and Examination Code for Doctoral Matters, Article 30, The public defence of the doctoral dissertation]*

In the second part of the doctoral examination, the doctoral student puts forward an oral and public defence of his/her doctoral dissertation before the Examination Board. 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 public defence shall take place no sooner than five calendar days after the deliberation decision and within 60 calendar days after the decision. Exceptions to the period of 60 calendar days can be made if the doctoral student consents to this.

#### Artikel 19

*[Supplementary to the Education and Examination Code for Doctoral Matters, Article 30, The public defence of the doctoral dissertation]*

An electronic version of the doctoral dissertation needs to be uploaded to the Academic Bibliography at least two calendar days ahead of the public defence.

## 6. INTERDISCIPLINARY DOCTORATE

### Artikel 20

*[Supplementary to the Education and Examination Code for Doctoral Matters, part V: The interdisciplinary doctorate]*

The main faculty will be appointed in joint consultation with the supervisors and (if applicable) faculties concerned. As a rule, the doctoral regulations of the main faculty will prevail.

The Scientific Research Committee will assess the interdisciplinary nature of the enrolment request for an interdisciplinary doctorate at the faculty of Arts and Philosophy.

The (interdisciplinary composed) Examination Board of the doctorate will assess the interdisciplinary nature of the dissertation.

## 7. JOINT DOCTORATE

### Artikel 21

*[Supplementary to the Education and Examination Code for Doctoral Matters, part VI: The joint doctorate]*

For joint doctorates (jointly supervised PhD), all provisions stipulated in the co-operation agreement that were negotiated in order to supervise a doctorate together will apply.

## 8. RE-ENROLMENT FOR THE DOCTORATE AFTER NEGATIVE REPORT ON THE PROGRESS REPORT

### Artikel 22

*[Supplementary to the Education and Examination Code for Doctoral Matters, Article 18§6, The self-reflection report]*

At the faculty of Arts and Philosophy, the dean decides on the re-enrolment within sixty calendar days, after consulting the Special Doctoral Committee. This committee consists of the Faculty Research Director, the Director of the Doctoral School of Arts, Humanities and Law, the chair of the Faculty Examination Boards and two professorial staff representatives appointed by the study programme concerned. In the case of a doctorate in the Arts, the two representatives will be a professorial staff member of the faculty study programme concerned and a representative of the School of Arts of University College Ghent. Supervisors or doctoral advisory committee members of the doctoral student cannot act as representatives. The aim is to achieve a gender-balanced composition.

If the supervisor(s) indicate(s) that s/he (they) no longer wish(es) to supervise the doctorate, the Special Doctoral Committee requests information from the supervisors and the doctoral advisory committee members and formulates a recommendation to the Faculty Council. If necessary, the Faculty Council will appoint a new supervisor on the recommendation of the Special Doctoral Committee.