

OBTAINING THE ACADEMIC DEGREE OF DOCTOR AT THE UNIVERSITY OF ANTWERP RULES AND REGULATIONS

1. Regulations

Please consult the “guidelines for the rules and regulations” further on in this document.

1. General regulations

- 1) These regulations determine the requirements and procedures for obtaining the academic degree of doctor at the University of Antwerp (UA).
- 2) The academic degree of “doctor” (doctor of philosophy, abbreviated to PhD or dr) will be obtained after the public defence of a doctoral thesis.
- 3) The PhD-student has to prove that he or she is able to autonomously carry out original scientific research and to report on this both written and orally. This means that he or she is able to study a problem autonomously and following a methodology that is scientifically sound.
- 4) The PhD-student also has to comply with the requirements of the doctoral study programme. These requirements are described in a separate document.
- 5) The discipline in which the PhD-student is enrolled will determine which faculty will be in charge, hereafter named ‘the faculty’¹. If the PhD-student is enrolled in the study areas “Architecture”, “Audiovisual and Visual Art”, “Musical and Performing Arts”, “Nautical Sciences” or “Product Development”, this will be the association faculty.
- 6) The faculty can state additional and/or divergent requirements to these regulations. The Councils for Education and Research as well as the Board of Governors of the university should approve these requirements.

2. Admission and enrolment

- 7) All those wanting to obtain the academic degree of doctor have to enrol every academic year during the enrolment period.
- 8) The registration for the preparation of a doctoral dissertation is open to holders of the degree of master (or equal), however taking into account articles 9), 10) and 11).
- 9) When candidates enrol for the first time, they have to send a written application to the faculty, via the central student administration, with more information about the research project. Within a reasonable time frame after receipt of the application, the faculty will decide on the acceptability of the candidate and the subject. If the faculty accepts the application, it will at the same time establish the individual doctoral committee and appoint the supervisors, taking into account articles 16-21. The decision of the faculty will be communicated to the student by the central student administration.
- 10) The faculty can make it mandatory for the candidate to attend courses within the doctoral study programme in the discipline in which he/she want to do his/her doctoral research. If this is the case, the faculty should inform the candidate about the requested *educational programme* through the central student administration, together with the decision mentioned in article 9).
- 11) The faculty can make the acceptance of the candidate dependent on the passing (with exams) of a *preparatory programme* within the discipline in which the candidates wants to obtain the degree of doctor. This is only possible for the following categories of candidates:
 - Candidates aiming to obtain the degree of doctor in a discipline different from the one of their master’s degree;
 - Candidates with a master’s degree in a study area for which the University of Antwerp has no teaching authority;
 - Candidates with a master’s degree originating from outside Flanders.

¹ Faculty of the Antwerp University Association (AUHA), <http://www.ua.ac.be/main.aspx?c=-.ENGLISH&n=40800>

The preparatory programme is not a part of the doctoral study programme. The faculty can allow for the preparatory programme to be completed during the first year of the PhD. The faculty will inform the candidate about the requested programme through the central student administration, together with the decision mentioned in article 9.

- 12) When composing a possible educational programme or preparatory programme, the faculty takes into account the prior education and the project of the candidate. If an educational programme and/or a preparatory programme is decided upon for a certain candidate, the faculty has to motivate this decision.
- 13) The University of Antwerp can waive the entrance requirements mentioned in article 8). This exemption is dependant on either an investigation in which the acceptability for writing a doctoral thesis is ascertained or on a successful examination on certain subject areas of academic teaching as determined by the faculty. Before enrolling, the candidate has to apply in writing to the faculty. The faculty determines the procedure for evaluation.

3. Supervision – individual doctoral committee

- 14) The supervisor(s) and the individual doctoral committee are responsible for the supervision of the doctoral work. If necessary, the doctoral committee has to mediate in case of any problems.
- 15) The doctoral thesis is to be prepared under the supervision of one or two supervisors. A third supervisor can be allowed by the rector in the case of a joint PhD-degree (articles 40-45). The rector will take his/her decision on the advice of the faculty.
- 16)
 - a. Each supervisor has the academic degree of doctor or of “geaggregeerde voor het hoger onderwijs”. However, the provisions determined in article 19 also have to be taken into account.
 - b. The supervisor or at least one of the supervisors is a full professor (ZAP) at the University of Antwerp, with an appointment of at least 10%.
- 17)
 - a. The individual doctoral committee consists of three or four persons.
 - b. The members of the individual doctoral committee are in the possession of the academic degree of doctor or of “geaggregeerde voor het hoger onderwijs”. However, the provisions determined in article 19 also have to be taken into account.
 - c. The supervisors are a member of the individual doctoral committee.
 - d. At least two members of the individual doctoral committee are full professor (ZAP) at the University of Antwerp, also taking into account sub e.
 - e. In the study areas “Architecture”, “Audiovisual and Visual Art”, “Musical and Performing Arts”, “Nautical Sciences” and “Product Development”, at least one member of the individual doctoral committee must belong to one of the higher education institutes (‘university college’) of the AUHA with an appointment of “OP in graad 3”. In deviation of sub d, at least one other member has to be a full professor (ZAP) of the University of Antwerp in this case.
- 18)
 - a. In order to guarantee the referee function of the individual doctoral committee, a sufficient amount of members of the commission must not be directly involved in the PhD-project.
 - b. The following persons can never be appointed as members of the individual doctoral committee: husband or wife (or equal), blood relatives up to and including the fourth degree.
 - c. If there is more than one supervisor, the individual doctoral committee must be composed of four people.
 - d. Maximum one member of the individual doctoral committee can be a post-doctoral researcher. If a post-doctoral researcher is a member of the individual doctoral committee, it must consist of four people.
- 19)
 - a. For PhD’s in the study areas “Architecture”, “Audiovisual and Visual Art”, “Musical and Performing Arts”, “Nautical Sciences” and “Product Development”, a deviation of the requirement mentioned in articles 16a and 17b, namely the requirement of being in the possession of the academic degree of doctor, is possible for staff members of a university college with an appointment as “OP in graad 3”. This rule applies until 31.12.2012.
 - b. For a staff member of the university college with an appointment of OP in graad 3, and with an academic assignment in the study areas “Health care”, “Industrial sciences and technology” or “Applied linguistics”, deviation from the doctoral requirement mentioned in articles 16a and 17b is possible until 31.12.2012;
 - c. For PhD’s that have been prepared in close cooperation with the professional field, deviation from the doctoral requirement described in articles 16a and 17b is possible, on condition that the person concerned has the necessary expertise.

- 20) The faculty composes the individual doctoral committee and also appoints its chair. The chair is a full professor of the University of Antwerp and must not be the supervisor of the PhD-student.
- 21) For study areas or parts of study areas for which the UA only has a teaching qualification for bachelor degrees, the individual doctoral committee can include members from a university that has a teaching qualification for master degrees within the study area concerned.
- 22) Every year, the individual doctoral committee evaluates the progress of the doctoral research of every PhD-student on the basis of a report and if necessary a personal meeting. The individual doctoral committees inform the faculty and the PhD-student about the results of the evaluation. In case of lack of progress, the faculty should invite the PhD student for a hearing. The faculty can advise the rector to deny further enrolment for the PhD-student concerned.
- 23) Every year, the DSP-committee of the faculty evaluates the progress of the doctoral study programme of every PhD-student on the basis of a report and if necessary a personal meeting. The DSP-committee of the faculty informs the faculty and the PhD-student about the results of the evaluation. In case of lack of progress, the faculty should invite the PhD student for a hearing. The faculty can advise the rector to deny further enrolment for the PhD-student concerned.

4. Public defence of doctoral thesis

- 24) The thesis has to be written and defended in Dutch. The thesis can also be written in a language other than Dutch if written permission has been obtained from the faculty. In this case, a summary in Dutch has to be included. This permission is not necessary if the thesis has another language or literature as subject. The defence of the thesis can, if the circumstances require it, in part, be carried out in a language other than Dutch.
- 25) The thesis should at least contain the identification details as mentioned in appendix 1 to these regulations.
- 26) The faculty determines the composition of the doctoral jury and the date, the hour and the place of the public defence, after having verified that the PhD-student is in the possession of a proof that the requirement described in article 4 has been met. These enactments do not imply the approval of the (concept)thesis.
- 27)
 - a. The doctoral jury consists of a minimum of five and a maximum of seven members.
 - b. The supervisor(s) is (are) part of the doctoral jury.
 - c. At least half of the members of the doctoral jury must be full professors (ZAP) at the University of Antwerp, also taking into account sub f and article 43.
 - d. At least two members of the doctoral jury are external to the Association University and University Colleges Antwerp.
 - e. The following must not be a member of the doctoral jury: the husband or the legal cohabitant, blood-relations and in-laws until the fourth degree
 - f. In the case of a PhD in the study areas "Architecture", "Audiovisual and Visual Art", "Musical and Performing Arts", "Nautical Sciences" and "Product Development", at least one member must be appointed in one of the higher education institutes of the AUHA as a member of the teaching staff as OP in group 3 and at least two other members should be full professors (ZAP) of the UA.
- 28)
 - a. The members of the doctoral jury are in the possession of a PhD-degree, also taking into account the stipulations in 28 b, c and d.
 - b. Supervisors who are not in the possession of a PhD-degree on the basis of article 19, are, in contravention to article 28a, but corresponding to article 27b, member of the doctoral jury. Other members of the individual doctoral committee that, following article 19, are not in the possession of a PhD-degree, can also be appointed as a member of the doctoral jury.
 - c. Members from a university college with an appointment of OP in group 3 can be a full member of the jury in the study areas "Architecture", "Audiovisual and Visual Art", "Musical and Performing Arts", "Nautical Sciences" and "Product Development". This rule applies until 21.12.2012.
- 29) The faculty appoints the chair of the doctoral jury amongst the members of the doctoral jury. The chair of the doctoral jury is a full professor of the University of Antwerp, but not a supervisor. The chair can be replaced by another member of the doctoral jury who is also a full professor (ZAP) at the UA, but not by (one of) the supervisor(s).
- 30) For study areas or parts of study areas for which the UA only has a teaching qualification for bachelor degrees, the doctoral jury must include at least one member from a university that has a teaching qualification for a master degree within the study area concerned.

- 31) The procedure for the public defence of the thesis is started when the PhD-student sends the necessary copies of the concept thesis to the chair of his or her doctoral commission. The chair is responsible for the distribution of the concept thesis among the other members of the individual doctoral committee. Article 7) applies if the procedure for the defence of the thesis extends into the next academic year.
- 32) The individual doctoral committee has a maximum of four weeks to issue a written advice to the PhD-student with respect to the concept thesis. The actual publication of scientific articles cannot be put forward as a requirement. If the individual doctoral committee advises in a negative way, it will inform the PhD-student of its objections and remarks. If the individual doctoral committee advises in a positive way, the PhD-student will send his or her final thesis in sufficient copies, together with a written request regarding the permission for the public defence of the thesis, to the chair of the doctoral jury. The chair is responsible for the distribution of the final thesis among the other members of the doctoral jury.
- 33) The doctoral jury has a maximum of six weeks to communicate in writing its motivated decision to the PhD-student and the dean of the faculty. A pre-defence, as described in the additional requirements of the faculty, can be a part of the evaluation. The actual publication of scientific articles cannot be put forward as a requirement.
- 34) If a member of the doctoral jury has objections to the public defence of the thesis, the jury has to meet on this matter. In this case, the member(s) concerned has/have to formulate their criticism in writing prior to the meeting. In case the doctoral jury decides that no permission will be granted for the public defence, it will inform the PhD-student in writing about its objections and remarks.
- 35) If the jury agrees to the public defence of the thesis, the dean of the faculty will inform the central student administration in writing about the details of the public defence. The PhD-student will then be registered for the public defence.
- 36) The public defence cannot take place any earlier than three weeks after the decision by the doctoral jury has been made known to the PhD-student, but it has to take place at the latest six weeks after the jury has granted permission for the public defence. This period is exclusive of holiday periods as stated in the academic calendar. No public defences can take place between 20th July and 31st August.
- 37) The defence of the thesis is public.
- 38) The public defence of the thesis must not take longer than two hours, the examination by the doctoral jury included.
- 39) The jury will meet immediately after the defence and decide whether the PhD-student has succeeded or not before officially announcing the results. Grades are not awarded. The jury cannot meet in a valid way if not at least four members are present.

5. Joint degree

- 40) The UA can award a joint PhD-degree together with another domestic or international university if the PhD-student has done research at the partner university during at least six months.
- 41) The PhD-student who wishes to make use of article 40 should request this in writing to both universities involved, at least one year before the submission of his or her concept thesis. If the application is approved, the PhD-student should comply with the regulations of both universities regarding the registration and admission for the public defence of the thesis.
- 42) For each PhD-student aiming to get a joint PhD, a separate agreement is drafted, in which additional or divergent stipulations are recorded.
- 43) The thesis has to be defended publically before a doctoral jury in which at least one full professor of each involved institution is a member (or the corresponding category in the partner institution). For the composition of the jury, the conditions stipulated in articles 27-30 are taken into account. For the in article 27 mentioned minimal requirements, the members of the University of Antwerp or the corresponding category at the partner institution are taken into account.
- 44) The public defence of the thesis takes place at and will be organized by the university responsible for the majority of the research. This can be changed in mutual agreement.

- 45) The supplement of the joint degree should clearly indicate that the research was done at both universities.

6. Final articles

- 46) The PhD-student who does not keep to the rules will lose the guarantees with respect to the terms as being provided by these regulations.
- 47) The PhD-student who finds negligence in the application of these regulations is requested to notify the dean of the faculty. The dean will decide the consequences of this complaint.
- 48) The PhD-student can also consult the appointed ombudsperson in case of problems.
- 49) These rules apply from 1st October 2009.

2. Guidelines for the rules and regulations

The forms which are mentioned in the commentary below are available from the website of the doctoral study programme (<http://www.ua.ac.be/docop/>) and/or from the student administration.

1. General regulations

Article 1:

The study areas and qualifications regarding the degree of doctor can be found in appendix 1.

Article 4):

The PhD-student is expected to have gained additional scientific knowledge outside the scope of his dissertation, i.e. within as well as outside the discipline to which his domain of specialisation belongs. Taking part in the doctoral study programme fulfils this condition. Please consult the website <http://www.ua.ac.be/docop/> for the details about the doctoral study programme.

Article 5:

In most cases, the faculty council will be competent, unless the rules and regulations of the faculty (see article 6) appoint another body within the faculty. This applies to all references to 'the faculty' in this document.

2. Admission and enrolment

Article 7):

The PhD-student has to enrol every academic year through the central student administration and pay the enrolment fee as decided by the University Council. The location and opening hours of the central student administration are to be found at www.ua.ac.be/inschrijven. The central student administration for PhD and Doctoral Study Programme (DSP) can be contacted through the following mail-address: doctoraat@ua.ac.be

Article 9):

At the time of the first registration as a PhD student, the candidate should complete the form "Toelating doctoraat" (for students with a diploma from the Flemish Community) or "Foreign PhD student" (others) and send it to the central student administration (city campus). The guidelines for completing and returning the application are included in the file available on the website.

This request will be delivered to the competent faculty. The faculty should come to a decision within a reasonable amount of time, which is preferably six weeks. This term cannot be guaranteed between 20th July and 31st August

The form "Toelating doctoraat" (or "Foreign PhD student") should also be used if, during the course of the PhD studies, a change of registration regarding discipline is required. The request has to be made at the latest 1 year before the submission of the doctoral thesis. The change is then recorded at the start of the academic year following the application.

Article 9:

If the faculty approves the application, an individual doctoral committee will be appointed. The student administration will be informed of the decision of the faculty and will then notify the student. The student will be invited to register in the case of a positive decision. The composition of the individual doctoral committee can be obtained at the secretary's office of the faculty.

Article 10:

The faculty can decide that the candidate must follow an additional programme in the discipline in which he/she wished to obtain a PhD. The followed courses can be submitted for credits in de Doctoral Study Programme. The individual doctoral committee will be informed about the programme and should judge the progress of the student during the annual evaluation. The programme should be successfully completed before the defence of the thesis can take place.

Article 11:

For certain categories of students, it is possible for the faculty to make the admission dependent on the successful finalisation of a preparatory programme. The faculty is responsible for the composition and the follow-up of the programme.

The faculty can allow the candidate to finish the preparatory programme during the first year. The faculty can make this decision dependent on the size of the programme. The faculty has to also compose an individual doctoral committee in this case.

The decision concerning the admission of the candidate, the composition of the preparatory programme and possibly the individual doctoral committee has to be communicated to the central student administration. The student will next be registered as student with a preparatory programme (diploma contract). If the student is also admitted to the first year of the PhD, the student also has to enrol as a PhD-student.

Students that were allowed to the first year of the PhD, have to show that they have fulfilled the requirements of the preparatory programme before being allowed to the second year.

Articles 10 and 11:

The faculty can decide to combine the additional programme (article 10) and the preparatory programme (article 11).

Article 13:

Candidates without a diploma of master who wish to register as a PhD student should send a motivated written request with an extensive curriculum vitae to the desired faculty before registration is possible. The faculty will evaluate the application within a reasonable period and composes possibly a programme that the candidate has to follow before being able to enrol as a PhD-student. If the candidate is accepted, the central student administration as well as the candidate are informed on this decision. If a programme was imposed, the candidate will register for this programme as a "preparatory programme". Registration as a PhD student is only possible after proof of the successful completion of the programme. The followed programme can later not be submitted for the Doctoral Study Programme.

If the application is denied, the dean will communicate this to the candidate in a motivated manner.

3. Supervision – individual doctoral committee

Articles 14 and 15:

The responsibility for the supervision of the preparation of a PhD lies with one or maximum two supervisors. Only in the case of joint PhD's, is it exceptionally possible to ask permission to appoint a third supervisor. The amount of supervisors was kept limited in order to make the responsibility more transparant. This is also why diverse systems of all kinds of combinations of supervisors and co-supervisors were abolished.

It is recommended that academics (full professors or post-docs), that play an important role in the supervision of the PhD, but are not the official supervisors, are appointed as members of the individual doctoral committee (articles 17 and 18). The individual doctoral committee has a guiding role towards the PhD-student. It guards the progress in the preparation of the PhD, aiming to help the PhD-student successfully defend the PhD in a timely manner. The membership in the doctoral committee is a formal element in the academic assignment of the academic (postdoc or full professor).

Article 16:

Each supervisor has to be in the possession of a PhD. At least one of the supervisors has to be a full professor of the University of Antwerp. Exceptions to the PhD-requirement are described in article 19.

Article 17:

The amount of members of the doctoral committee is limited: 3 or 4 persons. Goal is to compose the committee with experienced academics, if necessary supplemented with expert professional representatives, that feel involved with the activities of the PhD-student.

Article 18:

Referring to the mediating role that the individual doctoral committee possibly has to play (article 14), it must contain members that are not directly involved in the preparation of the PhD, but that can act individually and with authority.

Those who are appointed as post-doctoral researchers, but are not full professors, can be a part of the individual doctoral committee. In this case, the post-doctoral researcher is always the fourth member of the doctoral committee.

Article 19:

The minimum requirements regarding the academic degree of the members of the individual doctoral committee should be respected. However, in specific circumstances, that are on the one hand related to the process of academisation now taking place at the "university colleges" or on the other hand with PhD's that are prepared in close contact with the professional field, experts without a PhD can be part of the individual doctoral committee.

Article 20:

The separation of the functions of chair of the individual doctoral committee and supervisor gives more guarantees to having a broad bearing surface for the supervision of the PhD.

For reasons of consistency in the supervision, the follow up of each individual doctoral committee is done by the dean or another responsible in some faculties. That person is in this case not necessarily a member of the individual doctoral committee. The faculty can decide in this case that this person attends the meetings of the individual doctoral committee as a non-member.

If necessary, for example in the case of a collaboration between the University of Antwerp and a company, it is possible to provide in an arrangement for the confidential handling of the research results for the members of the individual doctoral committee. The members of the individual doctoral committee sign such an agreement by preference when they are appointed as a member by the faculty.

Article 21:

This article relates to the study area of veterinary sciences and applied biological sciences.

Article 22:

Each academic year, the PhD-student will report in writing on the status of his or her research following the guidelines described in the doctoral rules and regulations of each faculty. The result of the evaluation by the individual doctoral committees will be discussed in the faculty. If further enrolment is refused, the student administration should be notified as soon as possible. If a registration is removed, no new registration is possible within the same academic year.

Article 23:

Each academic year, the PhD-student will report in writing on the status of his or her doctoral study programme following the guidelines described in the doctoral rules and regulations of each faculty. The result of the evaluation by the faculty DSP-committee will be discussed in the faculty. If further enrolment is refused, the student administration should be notified as soon as possible. If a registration is removed, no new registration is possible within the same academic year.

4. Public defence of the doctoral thesis

Article 24:

The request to write the PhD in a language other than Dutch will be automatically granted to PhD-students of whom the dissertation's subjects coincides with a foreign language (i.e. in the departments of Linguistics and Literature). In other cases, applications will probably be granted quasi automatically, as the aim is to further disseminate the PhD or parts of it.

The title of the dissertation has, in any case, to be in Dutch as well as in the foreign language. Moreover, an abstract of the thesis in Dutch has to be provided. The title in the foreign language will be mentioned on the degree certificate if the thesis has been written in the foreign language.

The defence of the thesis will take place in Dutch. It is, however, possible in the case of the presence of foreign members of the jury to answer questions asked by them in their language. Through a presentation in, for instance, English the expose in Dutch can be structured and supported for the benefit of foreigners present.

Foreign PhD-students can do the presentation and the question-and-answer in a language other than Dutch as long as an introduction in Dutch is given in which the content of the thesis is summarised.

Finally, the defence of the thesis can also partly take place in a language other than Dutch if the subject of the thesis coincides with a foreign language or literature.

Article 25:

Advice about graphical elements (lay-out, fonts, use of figures...) that increase the readability of the thesis can be obtained from the Reproduction and New Media-services of the university. The contact details are to be found on the website of the Doctoral Study Programme.

Article 26:

If necessary, for example in the case of a collaboration between the University of Antwerp and a company, it is possible to provide in an arrangement for the confidential handling of the research results for the members of the doctoral jury. The members of the doctoral jury sign such an agreement by preference when they are appointed as a member by the faculty.

Article 27:

The doctoral jury consists of min. 5 and max. 7 members. The article foresees a couple of measures aiming to guarantee the independence and academic expertise of the jury.

Article 28:

The minimal requirements regarding the academic degree of the members of the jury should be respected. However, in specific circumstances, that are on the one hand related to the process of academisation now taking place at the "university colleges" or on the other hand with PhD's that are prepared in close contact with the professional field, experts without a PhD can be part of the doctoral jury.

Article 28:

The faculty appoints one of the members with an appointment as full professor as the chair of the PhD. The possible replacer of the chair also has to be a member of the doctoral jury and a full professor.

The separation of the functions of chair of the doctoral jury and supervisor gives more guarantees for an independent and objective evaluation of the thesis.

In some faculties, the ceremony of the public defence of the PhD is lead by the dean or his/her delegate. The dean or his/her delegate is not necessarily the chair or another member of the doctoral jury. In this case, the dean or his/her delegate can attend the deliberation after the public defence as a non-member. The function of the dean or his/her delegate is in this case of a ceremonial nature.

Article 30:

This article relates to the study area of veterinary sciences and applied biological sciences.

Article 31 till 36:

When completing the procedure for the public defence of the thesis, the chairs of the individual doctoral committee and the doctoral jury are responsible for respecting the time frames indicated. In any case, the period between the start and end of the procedure should be kept as short as possible. The terms concerning the evaluation of the thesis by the commission/jury cannot be guaranteed between July 20th and August 31st .

The chairs should also keep the dean of the faculty informed about the progress of the procedure.

Article 32:

The number of copies of the thesis is equal to the number of members of the exam commission, increased with the number of copies requested by the library (see 7. Additional remarks).

Article 33:

Next to other considerations, a preliminary defence can be organised aiming to guarantee the obligations concerning confidentiality of the University of Antwerp. In this case, the confidential information will not be included in the public defence of the PhD.

Article 35:

The faculty informs the central student administration (doctoraat@ua.ac.be) by e-mail about the public defence at least three weeks before the defence will take place by using the electronic form "Details concerning the defence of the thesis". After receiving this form, the student administration will send the PhD student a bank form to transfer the additional enrolment fee for the public defence. The PhD diploma will only be issued when this amount has been paid.

Article 36:

The members of the doctoral jury and the PhD-student will be officially invited for the public defence by the dean of the faculty.

The faculty will also make his or her public defence known through posters. Posters should be sent to: the PhD-student, the UA faculties, the rector of the UA, the department of Research, the co-ordinator of the doctoral study programme, the student administration, the UA public relations office and to each Flemish University.

When not complying, the legal requirement of public defence has not been met and the rector can decide to postpone the defence of the thesis.

It is advised that the PhD-student should prepare a press release about his or her research and send this to the public relations office of the university. The guidelines concerning the press release can be found on the website of the doctoral study programme.

Article 38 and 39:

The duration of the presentation will take between thirty and forty minutes.

After the public defence, a deliberation report will be drafted and sent to the diploma office. The PhD diploma will only be issued after the receipt of this report by the diploma office.

5. Joint PhD-degree

Article 40:

A double degree is the term used when the student receives a diploma with another title, issued by another university. Both diploma's can be drafted on one document, that is then signed by both institutions.

A collective degree is the term used if the students receives a diploma from the partner institutions bearing an identic PhD-title. In this case, one document is delivered, that is then signed by both institutions.

6. Final articles

Article 48:

The central ombudsperson has the task to mediate if conflicts occur in the working relationship between PhD student and supervisor. Please note that the individual doctoral committee has to be contacted first in case of conflicts. The central ombudsperson will only act if no solution can be found within the faculty that satisfies all parties. The central ombudsperson will contact all persons involved and suggest a solution to the dean of the faculty. Afterwards, the dean informs the ombudsperson about the measures taken. If the measures taken are rejected by one of the parties involved, the case will be presented to the Council for Education by the ombudsperson.

The central ombudsperson can also be contacted in case of discussions regarding the procedure for the public defence of the thesis and if the PhD student is accused of scientific fraud.

The name and address of the ombudsperson is present on the website of the doctoral study programme.

7. Additional remarks

- All documents with respect to the doctorate have to explicitly mention the university at which the thesis is defended, i.e. University of Antwerp.
- Two copies of the thesis of successful doctors will be handed in by the faculty to the central office of the UA library. One copy will be kept in archives; it can only be consulted in the reading rooms of the UA library. The second copy will be on loan. The admission for consultation automatically results from the public defence. The author of a doctoral dissertation declares whether or not to have his or her work published in microform, in as far as this work is unpublished, and (s)he does this through the form 'Consent for publication in microform'. The author is entirely free to decide. The right for the author to publish anywhere else and his or her copyright remains also after this consent intact. In case the author of a doctoral dissertation gives his or her consent for publication in microform, the library will at its own expense publicise in microform in Dissertation Abstract International on the condition that:
 - the author provides a summary of about 200 words in English, French or German.
 - the author provides a legible copy of his or her dissertation for microfilming.

Appendix 1. Required identification details for the doctoral thesis.

The thesis should contain at least the following details on the cover of the thesis:

Logo UA	
(faculty) <i>(field of study)</i>	
Title of the dissertation in the language in which the dissertation is written*	
Dissertation for the degree of doctor in (academic degree)** at the University of Antwerp to be defended by First Name FAMILY NAME	
Name supervisor(s)	Antwerp, year

Please contact the New Media Service (Nieuwe Media Dienst, CDE) regarding the layout of the cover.

* The title of the dissertation should be mentioned in Dutch inside the thesis, in case the dissertation is written in another language

****Titles academic degree of doctor University of Antwerp**

- Study area Architecture
 - Doctor in architecture,
 - Doctor in interior architecture,
 - Doctor in urban design and spatial planning
 - Doctor in conservation of monuments and sites
- Study area Audiovisual and visual arts
 - Doctor in conservation-restoration
(see also "Combined study areas")
- Study area Biomedical sciences
 - Doctor in biomedical sciences
- Study area Veterinary Sciences
 - Doctor in veterinary medicine
- Study area Pharmaceutical Sciences
 - Doctor in Pharmaceutical sciences
- Study area History;
 - Doctor in history
- Study area Medical Sciences
 - Doctor in medical sciences
- Study area Music and Performing arts
 - see "Combined study areas"
- Study area Nautical sciences
 - Doctor in nautical sciences
- Study area Education sciences
 - Doctor in education sciences;
- Study area Product development
 - Doctor in product development
- Study area Political and social sciences
 - Doctor in social sciences,
 - Doctor in social sciences: sociology
 - Doctor in social sciences: communication studies
 - Doctor in social sciences: political science
 - Doctor in social sciences: social work
 - Doctor in information and library science
 - Doctor in visual studies
- Study area Law
 - Doctor in law
- Study area Linguistics and literature
 - Doctor in linguistics and literature
 - Doctor in literature
 - Doctor in linguistics
 - Doctor in theater studies
 - Doctor in translation studies
- Study area Applied biology
 - Doctor in applied biology
- Study area Applied Economics
 - Doctor in applied economics
 - Doctor in transport en maritime economics
- Study area Sciences
 - Doctor in science
 - Doctor in science: biochemistry and biotechnology
 - Doctor in science: biology
 - Doctor in science: chemistry
 - Doctor in science: physics
 - Doctor in science: informatics
 - Doctor in science: mathematics
- Study area Philosophy
 - Doctor in philosophy
- Combined study areas
 - Doctor in development studies
 - Doctor in socio-economic sciences
 - Doctor in environmental science
 - Doctor of arts
 - Doctor in film studies