Invitation
Please submit your PhD progress report
April 15th
Before drawing your report, make sure:

- you have been admitted to prepare a PhD thesis at the VUB
  - you have submitted an admission application
  - you have been admitted by the Board of the Faculty

- you have (re-)enrolled.
Use the new template (English/Dutch) which outlines the structure and content of the report

or re-use your report of last academic year, but copy past the new part on doctoral training on p.2 in your report of last academic year

First step: fill out the PhD candidate’s section

= a report of the activities during the past year, including amongst others:
  • your publication list
  • your research plan for the subsequent year
  • the indication of any problems occurring

= a detailed report on your doctoral training progress
  • including confirming you have attended the mandatory Compulsory Introduction Package or justifying why you didn’t participate

= answering the questions on Covid-19 impact
Second step: ask your supervisor(s) to fill out the supervisor’s section

- advice of the supervisor(s)
  - positive, positive with points of improvement, negative, postponed (only in the first examination period)
  - evaluation and comments
Third step: make sure the advice of your supervisory committee is added

- the supervisory committee
  - comprises your supervisor(s) and one (or two) other member(s)
    - preferably from outside your department or research group or the VUB
  - is constituted by the Board of the Faculty on the initiative of the supervisor(s)
    - if a period of 18 months after your first enrolment will expire before August 30th and the
      committee is not yet constituted, the supervisor’s proposal should be added to the
      progress report

- the members of the supervisory committee can
  - fill out their part of the supervisor’s section and sign your report
  - confirm their agreement with the supervisor’s advice by email (to be added to your report), or
  - have given their formal agreement (to be added to your report) with the minutes of the last
    committee’s meeting (added to your report) which has taken place in this calendar year
YEARLY PROGRESS REPORT

IN A NUTSHELL

- Step 1: agree on the way to proceed and the timing with your supervisor
- Step 2: fill in the PhD candidate’s section
- Step 3: ask your supervisor to fill in the supervisor’s section
- Step 4:
  - ask the member(s) of the supervisory committee
    - to evaluate your progress or to comment on the supervisor’s advice
  - add the minutes of the supervisory committee’s meeting where your progress has been evaluated, or
  - ask your supervisor to propose the composition of your supervisory committee
- Step 5: sign and ask your supervisor(s) to sign
- Step 6: make 1 pdf-file out of your word-file(s) and emails
YEARNLY PROGRESS REPORT

PROGRESS REPORT FINISHED: HOW TO SUBMIT

- Only 1 pdf file, containing
  - PhD candidate’s section
  - supervisor’s section
  - advice of the PhD supervisory committee or
    - the annexed minutes of the supervisory committee or annexed proposal to constitute the committee respectively

- To be sent by the PhD candidate only

- At doctorrc@vub.ac.be

- Cc: supervisory committee
  - if you would not already have a signature, agreement by email or formal agreement of annexed minutes of a meeting
PROGRESS REPORT FINISHED: WHEN TO SUBMIT?

Not later than April 15th

16/04-25/05

• proposal of the Faculty’s Research Commission
• opinion of the Board of the Faculty on your research progress, based on the Commission’s proposal

26/05 → (xx/07): Research Council’s decision based on the Faculty Board’s opinion

Not later than June 15th (in case you did not submit before April 16th or the Faculty Board did postpone its opinion on your research progress)

15/6-30/8: proposal (Faculty’s Research Commission) and opinion (Board of the Faculty)
31/8 → (xx/09): Research Council’s decision based on the (new) opinion of the Board of the Faculty
The annual progress report will be assessed by the Board of the Faculty, based on the proposal of the Faculty’s Research Commission.

Based on the opinion of the Board, the Research Council decides on whether or not to allow a PhD candidate to re-enrol.

The Board’s opinion may be positive or negative (or “postponed”: only in May)
  - the Board will hear the PhD candidate and the supervisor
    • in case of an evident lack of progress or
    • a major discrepancy between the supervisor’s part and that of the PhD candidate.

The decision of the Faculty Board can be appealed against.
**YEARLY PROGRESS REPORT**

**SPECIFIC CASES**

- **Joint Phd (art. 57 Central PhD Regulations)**
  - If VUB is not the main institution, it will suffice to submit a copy of the report delivered to the main institution.

- **Candidates in the AAP-model track (art. 16 Faculty’s PhD Regulations)**
  - The progress report submitted when asking for a renewal of the assignment, is considered as an annual progress report
  - Send a copy to doctorrc@vub.ac.be

- **Exemptions from the obligation to submit the progress report (art. 16 Faculty’s PhD Regulations)**
  - PhD thesis is already defended publicly
  - PhD candidate is allowed to defend the thesis publicly
  - PhD candidate submitted the thesis and a request to take the doctorate examination
Every year, the Central PhD office will organize a confidential PhD survey to:

- gain more insight into the needs of the PhD candidates and to measure to what extent these needs were being met
- identify the PhD candidates that potentially need some help to improve their work quality and to increase the probability to successfully complete their PhD.

Participating doctoral candidates can:

- assess their own progress and the help they have received so far
- request a meet-up with
  - their faculty representative (guido.van.limberghen@vub.be) or
  - the ombudsperson (Prof. Patrick Deboossere: 02 614 81 23 / Ombudsphd.dsh@vub.be).
MORE INFORMATION?

ANY QUESTIONS?

Please contact

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• Ibrich.Dumon@vub.be