Supplementary faculty regulation
Faculty of Arts and Philosophy
Vrije Universiteit Brussel

Approved at the Education Council of 13 December 2018

Article 1 §2

In the Faculty of Arts and Philosophy, the competent faculty body as mentioned in the article above is the Faculty Council.

Article 2 §1

In the Faculty of Arts and Philosophy, the competent faculty body as mentioned in the article above is the Faculty Council.

Article 3 §1

In the Faculty of Arts and Philosophy, the competent faculty body as mentioned in the article above is the Research and PhD Progress Monitoring Commission, which delegates this authority to its chairperson, in agreement with the Dean. In individual cases, the advice of one or multiple members of the Independent Academic Staff ('ZAP') with relevant expertise may be consulted.

In the Faculty of Arts and Philosophy, every PhD candidate will provide, at the application for enrolment in a PhD program, a dossier containing all the elements mentioned above. The application form for PhD registration, filled in and signed, is necessary to be admitted, and specifies the subject of the thesis, the name(s) of the supervisor(s), the discipline(s) to which the proposed PhD project belongs, the choice of Doctoral School, and the declaration of the supervisor(s) accepting supervision over the candidate. A curriculum vitae of the candidate and a declaration written by the supervisor(s) describing the material means and framework available for the intended research, as well as a research plan, will be added separately. This research plan has no specification concerning minimum or maximum length, but it must at least contain the following elements:
- a brief 'state of the art' concerning the subject in question;
- a brief overview of the objectives of the proposed research;
- a brief overview of the proposed methodology;
- a work plan using a concrete timeline for the first and every subsequent year of research;
- a bibliography of cited references;
- a personal motivation for embarking on this research, which may also include the societal relevance of the project.

Article 3 §3

In the Faculty of Arts and Philosophy, the competent faculty body as mentioned in the article above is the Research and PhD Progress Monitoring Commission, which delegates this authority to its chairperson, in agreement with the Dean.
Article 4 §2
In the Faculty of Arts and Philosophy, every Master’s degree may grant access to any of the PhD degrees that can be awarded within the faculty, subject to the approval of the future supervisor(s), specified in the declaration of the supervisor(s) accepting supervision over the candidate.

Article 6 §1
In the Faculty of Arts and Philosophy, the competent faculty body as mentioned in the article above is the Research and PhD Progress Monitoring Commission. This commission can, if deemed necessary, open an investigation and examination of the candidate's suitability, the stipulations of which will be decided ad hoc by the commission.

Article 6 §2
In the Faculty of Arts and Philosophy, the competent faculty body as mentioned in the article above is the Research and PhD Progress Monitoring Commission. This commission can, if deemed necessary, open an investigation and examination of the candidate's suitability, the stipulations of which will be decided ad hoc by the commission.

Article 7 §1
In the Faculty of Arts and Philosophy, the competent faculty body as mentioned in the article above is the Research and PhD Progress Monitoring, who delegates this authority to its chairperson, in agreement with the Dean.

Article 7 §2
In the Faculty of Arts and Philosophy, the competent faculty body as mentioned in the article above is the Research and PhD Progress Monitoring Commission, who delegates this authority to its chairperson, in agreement with the Dean. The chairperson of this commission can, if deemed necessary, ask the commission to open an investigation and examination of the candidate's suitability, the stipulations of which will be decided ad hoc by the commission.

Article 9 §1
In the Faculty of Arts and Philosophy, the competent faculty body as mentioned in the article above is the Research and PhD Progress Monitoring Commission, serving as a faculty PhD Progress Monitoring Commission (PMC). The composition of this commission is stipulated in the faculty rules of procedure.

Article 10
In the Faculty of Arts and Philosophy, the candidate may be obliged to follow (a part of) the PhD training programme upon the explicit request of the supervisor(s) to the Research and PhD Progress Monitoring Commission, either at enrolment for the PhD, or at the submission of the annual progress report. In that case, the obligatory training programme will be arranged by the supervisor(s) and approved by the chairperson of the Research and PhD Progress Monitoring Commission, in
consultation with the Dean. In the case of a PhD in the Arts or a PhD in Interdisciplinary Studies, other stipulations apply (cf. article 68 below).

Article 11 §2

In the Faculty of Arts and Philosophy, a ZAP emeritus can also act as an additional supervisor, if the supervision of this PhD thesis is explicitly included in the emeritus’ post-retirement extension of assignment plan, approved by the competent faculty body. A ZAP emeritus can never act as the sole supervisor or as supervisor-spokesperson.

All supervisors are jointly in charge of the guidance of and responsibility for the PhD student's scientific efforts; all decisions of an academic nature, including the advice for re-enrollment and the approval to proceed to the PhD defence, should therefore be taken collegially. Purely administrative matters are to be handled by the supervisor-spokesperson in the name of all supervisors.

Article 13 §2

In the Faculty of Arts and Philosophy, the competent faculty body as mentioned in the article above is the Research and PhD Progress Monitoring Commission.

In the Faculty of Arts and Philosophy, the PhD Supervisory Committee, in addition to the supervisor(s), consists of at least one other member who meets the criteria mentioned above. No further criteria are imposed concerning the composition. A member may be part of the Supervisory Committee because of their expertise in the subject of the PhD thesis as a whole, or due to their expertise in a specific aspect of the PhD thesis in question (e.g. methodology).

The PhD Supervisory Committee is available to the PhD student for questions, feedback, support, and advice on every aspect of the preparation of the PhD thesis, when the primary objective of the Supervisory Committee is to support rather than evaluate. The Supervisory Committee, however, will be involved with the discussion of the PhD student's progress report, at least within the framework of the annual progress report. To this end, the Supervisory Committee will deliberate on the reported progress, preferably by meeting physically, or by using teleconferencing (e.g. Skype). Of this progress meeting at least one brief report will be made, which will be signed (digitally or on paper) by every member of the PhD Supervisory Committee and added as an attachment to the follow-up report when it is handed in.

Article 16 §1

In the Faculty of Arts and Philosophy, every PhD student will hand in a draft version of the progress report by March 1st. They will send a copy of this to their supervisor(s) and all members of the Supervisory Committee, and also to the faculty secretariat. This draft version will serve as a basis for the supervisor(s) and Supervisory Committee to discuss the PhD student's progress with the PhD student, by April 15th at the latest. Directly after this, the progress report will be completed and signed by the PhD student and the supervisor(s), and the final version will be handed in by April 30th at the latest, as described above.

Article 16 §3

In the Faculty of Arts and Philosophy, the template with the obligatory format for the progress report will be sent out yearly, sufficiently in advance of the draft submission deadline of March 1st. The template includes a section for the PhD student and a section for the supervisor(s), and the template must be filled in completely.
In this progress report, the supervisor(s) are given the opportunity to advise on the re-enrollment of the PhD student. This advice may be as follows: positive; positive but mentioning and motivating points for improvement, which should be taken into account again next year at the evaluation of the student’s progress; negative; postponed. In this last case, the student’s file may be discussed again later, when considering the August deadline for other postponed files.

Article 17 §1

In the Faculty of Arts and Philosophy, the Research and PhD Progress Monitoring Commission will grant its chairperson the competence to examine the PhD student and supervisor(s) in the name of the Commission, using a conversation in person or by phone or through email, if the chairperson has determined an apparent lack of progress or a large discrepancy between the sections of the PhD student and that of the supervisor(s) in the progress report.

Article 20 §2

In the Faculty of Arts and Philosophy, a PhD thesis may take the format of a traditional monograph or it be based on published articles. If the PhD thesis takes the format of a traditional monograph, it is possible to integrate one’s own previously published work into the whole of the PhD thesis: the PhD thesis does not have to be a completely unpublished text, but it should offer a distinct added value over any previously published work by the PhD student. If the PhD thesis is based on published articles, these articles should also be integrated into one coherent whole, to which at least an overarching introduction and an overarching conclusion should be added. In this case, the PhD thesis should also offer a distinct added value beyond the mere sum of the collected articles. Furthermore, a PhD thesis based on published articles should be based on at least 4 articles from scientific journals or chapters from a scientific book, of which the PhD student is the main author, and that have been subjected to international peer review. At least two of these articles or chapters should be published or have been accepted for publishing. The added value of the presented dissertation in comparison to any of the PhD student’s formerly published work will be evaluated by the doctoral examination panel.

Article 21 §1

In the Faculty of Arts and Philosophy, the request to proceed to the doctoral defence must be made in writing, by email or by letter, and should be addressed to the Dean, the chairperson of the Research and PhD Progress Monitoring Commission, and the faculty secretariat. This request should mention the composition of the PhD Supervisory Committee, as well as the composition and chairperson of the doctoral examination panel, which should have already be approved. It should also contain the contact information (address of correspondence and email address) of every member of the examination panel, and it should also mention whether or not the student wishes the defence to take place in toga. An agreement that the PhD student can submit the doctoral thesis, signed by the supervisor(s), should also be added to this written request, as an attachment. If the candidate was obliged to follow (a part) of a Doctoral Training Programme, this also needs to be mentioned in the written request, and the necessary pieces of evidence should be added in attachment to prove that this stipulation was met.

Article 22 §2
In the Faculty of Arts and Philosophy, the faculty secretariat will be responsible for the obligatory plagiarism screening, the results of which should be made known to the chairperson of the doctoral examination panel.

The Faculty of Arts and Philosophy does not deem self-plagiarism possible within the context of a PhD thesis: PhD students can therefore use their own previously published material, in the case of a thesis that has the format of a traditional monograph as well as in the case of a thesis based on published articles. The added value of the submitted PhD thesis in comparison to any of the PhD student's previously published work will be evaluated by the examination panel.

Article 23 §2

In the Faculty of Arts and Philosophy, the doctoral thesis should be handed in with a number of printed copies equal to the number of supervisor(s) and members of the examination panel plus one. If there is a written agreement of a member of the examination panel or a supervisor stating that they do not wish to receive a printed copy but just a digital copy, it is not necessary to provide a printed copy for this member or supervisor.

Article 26 §2

In the Faculty of Arts and Philosophy, the competent faculty body as mentioned in the article above is the Research and PhD Progress Monitoring Commission, which delegates this authority to its chairperson, in agreement with the Dean.

If the case concerns a PhD in Linguistics, Literary Studies, Linguistics and Literary Studies, or Applied Language Studies, and if one of the languages studied is German, French, Spanish or Italian, it is not necessary to obtain additional permission to write the PhD thesis in German, French, Spanish or Italian respectively, or to have the defence of the PhD thesis take place in German, French, Spanish or Italian respectively.

Article 27 §1

In the Faculty of Arts and Philosophy, the competent faculty body as mentioned in the article above is the Research and PhD Progress Monitoring Commission.

Article 27 §5

In the Faculty of Arts and Philosophy, the competent faculty body as mentioned in the article above is the Research and PhD Progress Monitoring Commission, who will appoint the chairperson proposed by the supervisor(s).

Article 27 §6

In the Faculty of Arts and Philosophy, the competent faculty body as mentioned in the article above is the Research and PhD Progress Monitoring Commission.

Article 30 §2

In the Faculty of Arts and Philosophy, the internal defence will take the forms of an interview between the examination panel and the PhD student. This internal defence is not bound to time limits. The supervisor(s) and examination panel will first give a brief appreciation of the quality of the submitted work, and will consequently question the PhD student about aspects of the work that, in
their opinion, merit further explanation or defence. Members of the panel who are not able to be physically present may participate in the internal defence through teleconference (e.g. Skype). If they are also not able to participate in the internal defence electronically, they should hand in their written advice in advance, consisting of a brief appreciation of the quality of the submitted work, followed by a number of questions which the chairperson of the examination panel may put before the PhD student during the defence.

If an examination panel of the Faculty of Arts and Philosophy concluded that the submitted PhD thesis needs a number of verifiable revisions, as defined in §3, 3° above, these limited revisions should be carried out by the PhD student before the public defence takes place. Furthermore, when determining and listing the requested revisions, the chairperson of the examination panel will decide which members of the board will evaluate these revisions. In case this is not specified, it is assumed that the verifiable revisions will be evaluated by the chairperson and supervisor(s).

After finishing the requested revisions, the PhD student will again hand in the PhD thesis, in an electronic form, to every member of the examination panel, as well as to the faculty secretariat. The evaluators will then determine whether or not the requested revisions were carried out successfully. If so, the student may proceed to the public defence of the doctoral thesis. If the requested revisions were not carried out successfully, or if the PhD student could not carry them out within a period of 3 months, the examination panel's final decision will be automatically changed into a request to rework the PhD thesis, resulting in the suspension of the procedure, as defined in §3, 2° above.

Article 32 §1

In the Faculty of Arts and Philosophy, the PhD student and supervisor(s) are personally responsible for the consequent announcement of the public defence, although the faculty is free to also disseminate the announcement of the public defence, in any manner whatever.

Article 33 §1

In the Faculty of Arts and Philosophy, the competent faculty body as mentioned in the article above is the Research and PhD Progress Monitoring Commission, which delegates this authority to its chairperson, in agreement with the Dean.

Article 34 §1

In the Faculty of Arts and Philosophy, the PhD student may request that the members of the doctoral examination panel wear a toga during the public defence. The PhD student will submit the request to this aim to the faculty secretariat, as an attachment to the written request for admission to the doctoral examination and submission of the PhD thesis. The request for the examination panel to wear a toga may or may not be approved by the chairperson of the examination panel, where necessary after consulting with the members of the examination panel.

Article 38

In the Faculty of Arts and Philosophy, no grades are awarded for PhD examinations.

Article 49 §4

In the Faculty of Arts and Philosophy, the composition of the internal appeal body is identical to the composition of the internal appeal body for appeals against all other learning outcome decisions.
within the faculty, as determined in the faculty additions to the Central Teaching and Examination Regulations. The composition on a nominative basis is published on the faculty website every year.

Article 50 §3

In the Faculty of Arts and Philosophy, a digital copy of the written request will be submitted to the faculty secretariat using faclw@vub.ac.be.

Article 54 §2

In the Faculty of Arts and Philosophy, the competent faculty body as mentioned in the article above is the Research and PhD Progress Monitoring Commission.

In the case of a joint PhD, it is not necessary to request an exemption to be able to deviate from the stipulation that the supervisor(s) has to be part of the examination panel.

Article 55

In the Faculty of Arts and Philosophy, also in the case of a joint PhD, any Master's degree may grant access to any of the PhD degrees that can be awarded within the faculty, subject to the approval of the future supervisor(s), as expressed in the declaration of the supervisor(s) accepting supervision over the candidate.

Article 56

In the Faculty of Arts and Philosophy, a ZAP emeritus can also act as an additional supervisor, if the supervision of this PhD thesis was explicitly included in their post-retirement Extension of Assignment, as approved by the competent faculty body. A ZAP emeritus from the VUB cannot, in any case, act as the sole supervisor or as supervisor-spokesperson.

Article 59

Should the regulations of the partner institutions not allow an internal defence as part of the doctoral examination, the individual PhD contract may deviate from the format of the internal defence, provided that a clear deliberation and evaluation procedure will be organised before the candidate is allowed to defend the PhD thesis.

Article 61 §2

In the Faculty of Arts and Philosophy, the competent faculty body as mentioned in the article above is the Research and PhD Progress Monitoring Commission.

Article 63 §1

In the Faculty of Arts and Philosophy, the competent faculty body as mentioned in the article above is the Research and PhD Progress Monitoring Commission, which delegates this authority to its chairperson, in agreement with the Dean.

Article 64 §2

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Article 65

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Article 66

In the Faculty of Arts and Philosophy, the competent faculty body as mentioned in the article above is the Research and PhD Progress Monitoring Commission, which delegates this authority to its chairperson, in agreement with the Dean. In the case of a PhD in the Arts, the advice of one or more members of the Independent Academic Staff ('ZAP') with relevant expertise in research in the arts may also be consulted.

Article 67 §1

In the Faculty of Arts and Philosophy, the competent faculty body as mentioned in the article above is the Research and PhD Progress Monitoring Commission.