Phd research: monitoring the research progress
PhD candidates must:

- be admitted to prepare a PhD thesis
  - submit an admission application
  - to be approved by the Board of the Faculty

must be (re-)enrolled.

PhD candidates will be invited to submit their progress reports.
Templates (English/Dutch) outline the structure and content of the report:

- **PhD candidate’s section**
  - a report of the activities during the past year, including
  - a publication list
  - the mention of having attended the Doctoral Schools introductory course mandatory (for PhD candidates enrolled from the academic year 2017-2018 on) or a justification for non-participation
  - a plan for the subsequent year;
  - c. indication of any problems occurring

- signature PhD candidate
YEARLY PROGRESS REPORT

CONTENT (2): ART. 16 CENTRAL PhD REGULATIONS

Templates (English/Dutch) outline the structure and content of the report:

- Supervisor’s section
  - advice of the PhD supervisory committee (art. 13 faculty’s PhD regulations)
    - one (or two) other member(s) (preferably from outside department, research group or VUB)
    - to be composed within 18 months from the first registration
    - on the initiative of the supervisor(s)
    - if a period of 18 months expires before 30/08 and the committee is not yet submitted, a proposal should be added to the progress report
  - signature, agreement by email or formal agreement of annexed report
Templates (English/Dutch) outline the structure and content of the report:

**Supervisor’s section**

- advice of the supervisor(s)
  - positive, positive with points of improvement, negative, postponed (only in first examination period)
  - evaluation and comments
  - signature supervisor(s)
HOW TO PREPARE

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 evaluation in the supervisor’s section or
  - add the report 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 and make 1 pdf-file out of your wordfile(s) and emails
How to submit: Art. 16 Faculty’s PhD Regulations

- Only 1 PDF file, containing:
  - PhD candidate’s section
  - Supervisor’s section
  - Advice of the PhD supervisory committee
    - or annexed report of the supervisory committee
    - or annexed proposal to compose the committee

- To be sent by the PhD candidate only

- doctorrc@vub.ac.be

- CC: Supervisory committee
  - If you don’t have a signature, agreement by email or formal agreement of annexed report
YEARLY PROGRESS REPORT

DEADLINES: ART. 16 AND 17 FACULTY’S PhD REGULATIONS

15/04

16/04-25/05

- proposal of the Faculty’s Research Commission
- opinion of the Board of the Faculty, based on the Commission’s proposal

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

15/06 (only in case of a postponed proposal)

15/06-30/08: proposal (Research Commission) and opinion (Board of the Faculty)

31/08 → (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, negative or postponed:
- 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 Board of the Faculty can be appealed against.
YEARLY PROGRESS REPORT

SPECIFIC CASES

- Joint PhD (art. 57 Central PhD Regulations)
  - If VUB is not a main institution, it will suffice to submit the completed template of the other 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.

- 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
- to identify the PhD candidates that potentially need some help to improve their work quality and to increase the probability to successfully complete their Ph.

Participating doctoral candidates can:
- assess their own progress and the help they have received so far
- request a meet-up with
  - their faculty representative (Prof. Guido Van Limberghen, guido.van.limberghen@vub.be)
  - or the ombudsperson (Prof. Patrick Deboissere: 02 614 81 23 / Ombudsphd.dsh@vub.be).