

## DOCTORAL SCHOOL REGULATIONS FREE UNIVERSITY BRUSSELS

|                                                                                                                                        |           |
|----------------------------------------------------------------------------------------------------------------------------------------|-----------|
| <b><u>PREAMBLE</u></b>                                                                                                                 | <b>3</b>  |
| <b><u>SECTION 1: DESCRIPTION AND TASK</u></b>                                                                                          | <b>3</b>  |
| ARTICLE 1. DOCTORAL SCHOOL                                                                                                             | 3         |
| ARTICLE 2. TASK OF THE DOCTORAL SCHOOL                                                                                                 | 3         |
| ARTICLE 3. OPERATIONAL TASKS OF THE DOCTORAL SCHOOL                                                                                    | 3         |
| <b><u>SECTION 2: BODIES AND CONSULTATION PROCEDURE</u></b>                                                                             | <b>4</b>  |
| ARTICLE 4. THE DOCTORAL SCHOOLS DIRECTOR                                                                                               | 4         |
| ARTICLE 5. JOB DESCRIPTION                                                                                                             | 4         |
| ARTICLE 6. THE DOCTORAL SCHOOLS COUNCIL                                                                                                | 4         |
| ARTICLE 8. THE STEERING GROUP                                                                                                          | 5         |
| <b><u>SECTION 3: COMMON STUDY PROGRAMME AND MODALITIES</u></b>                                                                         | <b>5</b>  |
| ARTICLE 9. ASSIGNMENT TO A DOCTORAL SCHOOL                                                                                             | 5         |
| ARTICLE 10. TEACHING AND WORKING LANGUAGE                                                                                              | 5         |
| ARTICLE 11. DOCTORAL TRAINING PROGRAMME                                                                                                | 6         |
| ARTICLE 12. ENROLMENT IN THE PROGRAMME ELEMENTS                                                                                        | 6         |
| ARTICLE 13. ASSESSMENT OF THE PROGRAMME ELEMENTS                                                                                       | 6         |
| ARTIKEL 14. THE COMPULSORY ELEMENTS OF THE DOCTORAL PROGRAMME                                                                          | 6         |
| <b><u>SECTION 4: SPECIFIC PROVISIONS IN THE TRAINING PROGRAMME FOR DOCTORAL CANDIDATES STARTING BEFORE ACADEMIC YEAR 2019-2020</u></b> | <b>7</b>  |
| ARTICLE 15. COMPONENTS OF THE DOCTORAL PROGRAMME                                                                                       | 7         |
| ARTIKEL 16. CERTIFICATE FOR THE DOCTORAL PROGRAMME                                                                                     | 8         |
| <b><u>SECTION 5: SPECIFIC PROVISIONS IN THE TRAINING PROGRAMME FOR DOCTORAL CANDIDATES STARTING BEFORE ACADEMIC YEAR 2019-2020</u></b> | <b>8</b>  |
| ARTICLE 17. COMPONENTS OF THE DOCTORAL PROGRAMME                                                                                       | 8         |
| ARTICLE 18. PROCEDURE FOR OBTAINING EXEMPTION FROM THE COMPULSORY DOCTORAL PROGRAMME                                                   | 9         |
| ARTICLE 19. CERTIFICATE FOR THE COMPULSORY DOCTORAL PROGRAMME                                                                          | 10        |
| <b><u>SECTION 6: APPEAL OPTIONS NON-REGULAR PROGRAMME ELEMENTS</u></b>                                                                 | <b>10</b> |
| ARTICLE 20. DECISIONS AGAINST WHICH APPEALS MAY BE LODGED                                                                              | 10        |
| ARTICLE 21. THE COMPOSITION OF THE INTERNAL APPEALS BODY                                                                               | 10        |
| ARTICLE 22. THE PROCEDURE FOR INTERNAL APPEAL, WITH THE EXCEPTION OF THE DECISIONS ABOUT REASONABLE AMENDMENT                          | 11        |
| ARTICLE 23. THE PROCEDURE FOR INTERNAL APPEAL REGARDING A DECISION TO REFUSE REASONABLE MODIFICATIONS                                  | 11        |

|                                                                          |                  |
|--------------------------------------------------------------------------|------------------|
| <b><u>SECTION 7: FINAL PROVISIONS</u></b>                                | <b><u>12</u></b> |
| <b>ARTICLE 24. TRANSITIONAL ARRANGEMENT</b>                              | <b>12</b>        |
| <b>ARTICLE 25. ENTRY INTO FORCE</b>                                      | <b>12</b>        |
| <b><u>APPENDIX I: STRUCTURE OF NON-COMPULSORY DOCTORAL PROGRAMME</u></b> | <b><u>13</u></b> |
| <b><u>APPENDIX II: STRUCTURE OF COMPULSORY DOCTORAL PROGRAMME</u></b>    | <b><u>14</u></b> |

## **PREAMBLE**

1. These regulations are in line with the Central Regulations for the Conferral of the Academic Title of Doctor of the Free University Brussels.
2. All references to persons or positions in these regulations apply equally to women and men.

## **SECTION 1: DESCRIPTION AND TASK**

### **Article 1. Doctoral School**

A Doctoral School (DS) is an interdisciplinary body which gives a clear framework to the PhD process. In the Doctoral School, the Doctoral Programme takes the form of courses, workshops and other activities aimed at both intensifying and broadening the knowledge and skills of doctoral candidates. The Doctoral School also makes visible the role played by the Free University Brussels in the training of young researchers.

There are three Doctoral Schools at the Free University Brussels. The deans decide to which of the following Doctoral Schools their faculties belong:

1. Doctoral School of Human Sciences (DSh)
2. Doctoral School of Natural Sciences and (Bioscience) Engineering (NSE)
3. Doctoral School of Life Sciences and Medicine (LSM).

### **Article 2. The task of the Doctoral School**

The Doctoral School has as its task:

1. to offer support to doctoral candidates during their doctoral research
2. to encourage a culture of quality in the doctoral research
3. to achieve a social and international image for the doctorate with respect to potential researchers and the potential employment market.

### **Article 3. Operational tasks of the Doctoral School**

In line with the threefold task, the operational tasks of a Doctoral School include:

- a) offering courses, workshops and other activities in the framework of the Doctoral Programme, with the aim of intensifying and broadening, and doctoral seminars aimed at skills, by way of various work methods: lectures, guest lectures, workshops, intensive training, residential courses...;
- b) coordinating the enrolment in the programme elements, doctoral seminars and other activities;
- c) organising teaching or training assignments in the Doctoral School; advising the faculties involved and the university board with regard to the doctorate policy (such as admission requirements, obligations attached to some parts of the PhD programme...);
- d) providing information to potential doctoral candidates, both in Flanders and internationally;
- e) supplying enrolled doctoral candidates with information about such subjects as programme options, career prospects and mobility;
- f) organising activities aimed at better informing society about the added value of a PhD and improving the outflow of doctoral candidates in the employment market;
- g) facilitating international collaboration and/or exchanges at a doctoral level;

h) facilitating PhD networks with financial, and where necessary, logistic support.

In addition to the above-mentioned operational tasks, the faculties may take the initiative of handing over to a Doctoral School certain powers with regard to the PhD. However, the Doctoral School is equally entitled, after consideration, to refuse such a proposition.

## **SECTION 2: BODIES AND CONSULTATION PROCEDURE**

### **Article 4. The Director of a Doctoral School**

§1. At the head of each Doctoral School is a Director. This is a task at a rate of 30% ZAP for NSE and LSM and 40% for DSh and is not compatible with a position as dean. Vacancies for this position are made known internally. Candidates are full-time or part-time members of the university's academic staff who have a doctorate and have distinguished themselves in the fields of research and education. The appointment is for a period of 3 years. This period can be repeatedly extended by 3 years on request, as long as there is a positive evaluation from the Research Council. Full-time ZAP members who are selected for this position will be replaced in their department for the duration of the position. If this position goes to a part-time ZAP member, they will obtain a temporary expansion of their ZAP task.

§2. The Research Council of the Free University Brussels determines the designation and appointment of the Doctoral School Director.

### **Article 5. Description of tasks**

The tasks of a Doctoral School Director consist of:

1. the daily management of their Doctoral School
2. taking appropriate initiatives in order to realise the operational tasks of the Doctoral School (as described in Article 3)
3. making available a broad and relevant supply of programmes for the doctoral candidates
4. coordinating the activities of their own Doctoral School with those of other Doctoral Schools, in agreement with the faculties concerned, the Department of Education and Student Matters (OS), the Research Department (R&D) and the Researcher Training & Development Office (RTDO)
5. drawing up an annual report of the functioning of the Doctoral School.

### **Article 6. The Doctoral School Councils**

The Doctoral School Council is an internal consultative body in which the interested parties are represented: the faculties concerned, the professors, assistants, post-doc researchers and doctoral candidates. The Doctoral School Council is tasked with supervising the functioning of the Doctoral School and its Director. The Director consults with the Doctoral School Council at least 4 times a year about the functioning and objectives of their own Doctoral School. The Doctoral School Councils are put together by the Director every three years. The Academic Council is notified of the composition.

The minimum representation per Doctoral School Council consists of the following members:

- the Director of the Doctoral School (observer member)
- the dean or their representative (ZAP) from each of the faculties involved (voting member)
- a post-doc representative (voting member)

- two members of the Other Academic Staff (OAP) pre-doctoral representatives (voting members)
- a representative of the PhDs who are enrolled in the doctorate and are not OAP (voting member).

Every Doctoral School may supplement this minimum composition with voting/advisory members. Every Doctoral School will appoint a ZAP or post-doc member as chair (dean, ZAP or post-doc representative from the faculty). The Doctoral School Director may not be chair.

### **Article 8. The Steering Group**

In principal, the three Doctoral School Directors meet four times a year in the Steering Group, which is chaired by the Rector, or a Vice-Rector, to align the policy of the three Doctoral Schools with the policy vision of the Free University Brussels. The Steering Group also safeguards the quality of the doctoral programme. Each Doctoral School Director delivers an activities report covering the past academic year (using the appropriate template) once a year, before 1 December, to the Steering Group.

The Steering Group consists of:

- a) Rector
- b) Vice-Rector of Research
- c) Vice-Rector of Education and Student Matters
- d) Director of the Research Department (R&D)
- e) Director of the Department of Education and Student Matters (OS)
- f) the three Doctoral School Directors
- g) the coordinator of Researcher Training and Development Office (RTDO)
- h) a staff member of RTDO who functions as secretary.

This minimum composition can be supplemented with advisory members.

## **SECTION 3: COMMON STUDY PROGRAMME AND MODALITIES**

### **Article 9. Assignment to a Doctoral School**

§1. The doctoral candidate decides, together with the supervisor, which Doctoral School would best suit their research topic. The faculty concerned ratifies this decision through the admission to the doctorate. This way, the doctoral candidate is automatically assigned to one of the Doctoral Schools.

§2. Researchers enrolled in the doctorate at the Free University Brussels or any other Flemish university are given access to the activities offered by the Doctoral Schools. A fee may be charged for participation in certain activities.

### **Article 10. Teaching and working language**

In principle, the teaching and working language for education and other activities in the Free University Brussels in the framework of the Doctoral Programme at that university is English. Exceptions may be approved by the Doctoral School (for example, for activities which have another language as a subject, activities in which all participating students use Dutch as their working language, activities in which the subject is of such a nature that the use of English is not appropriate, cases in which the law makes the use of another language compulsory...).

### **Article 11. Doctoral training programme**

The structure of the doctoral training programme is approved by the Academic Council. The Doctoral Schools, however, determine the programme's concrete content (programme elements, doctoral seminars and other activities).

§ 2. Every PhD student is entitled to take at least 30 ECTS credits from the selection offered by the doctoral training programme.

§ 3. There are some training courses, workshops and activities which, when taken after gaining the diploma that allows students to enrol in the doctorate, can provide ECTS credits for the doctoral programme.

One exception to this is credits acquired in an initial master's programme which, in accordance with Higher Education Codex of 20 December regarding the credit load of the master's programme, incorporated a process with research finality in the study programme. The Doctoral School is authorised to determine the number of ECTS credits allocated to each component of the programme.

### **Article 12. Enrolment in the programme elements**

Enrolment in the programme elements, doctoral seminars and other activities organised by the Doctoral School and which require prior enrolment is carried out by the Doctoral Schools in collaboration with RTDO.

### **Article 13. Assessment of programme elements**

§ 1. In the case of standard programme elements, the educator will decide on the form of assessment. This might be a written or oral exam, a portfolio, project, practicum, internship or similar. The system of assessment of programme elements organised by the Doctoral Schools is decided before these programme elements are announced.

§ 2. In the case of Doctoral Seminars, a positive assessment or active participation may be required by the educator for the allocation of ECTS credits. The conditions for the allocation of ECTS credits, the ultimate assessment system and the number of ECTS credits to be achieved, will be made known together with the announcement of these Seminars.

§ 3. In the case of research-related activities, active participation is a condition for the allocation of ECTS credits. The Doctoral School may place the number of ECTS credits to be achieved per component between a certain minimum and maximum.

§ 4. Any complaints regarding the 'no show' policy should be submitted to the Ombudsperson for doctoral candidates and can be processed in agreement with the Doctoral School Council.

### **Article 14. The compulsory parts of the Doctoral Programme**

#### **A) The Introduction Day**

§1. Every student who enrolls for the first time from academic year 2017-2018 is required, once only, to attend the Introduction Day for doctoral students, organised by the RTDO and the Doctoral Schools. The Introduction Day consists of a minimum of an introduction to the operations of the Doctoral Schools and research integrity.

§2. In the annual follow-up report as described in Article 16 of the Central Regulations for the Conferral of the Academic Title of Doctor, the doctoral candidate should indicate having attended this programme component and enclose the certificate of attendance.

§3. If the Introduction Day was not attended, a valid reason should be explicitly given in the follow-up report. Valid reasons include:

- 1° working abroad for longer periods
- 2° holding another full-time position.

Other motivated exceptions may be accepted, but they must be approved by the Director of the relevant Doctoral School or the chair of the Interdisciplinary Doctoral Commission.

If the student neither submits an attendance certificate nor explanation for absence, they will first receive a warning from the Doctoral Progress Monitoring Commission. However, if the situation repeats itself in the following academic year, the student will not be permitted to enrol for the academic year after that. This programme component must be completed before being able to submit the doctoral thesis which will give admission to the doctorate exam (the defence of the doctoral thesis).

#### B) Compulsory doctoral programme from academic year 2019-2020

Every PhD student who enrolls for the first time from academic year 2019-2020 is required to successfully complete the doctoral programme, as described in Section 5, before submitting their doctoral thesis, in order to be admitted to the doctoral exam.

#### C) Supplementary faculty doctorate regulations

The supplementary faculty doctorate regulations may make parts of the doctoral programme still to be added or later specified compulsory for certain students, groups of students or certain doctoral titles, and define other related provisions.

The faculties can provide a maximum period within which this part of the doctoral programme must be successfully completed. In their supplementary faculty doctorate regulations, the faculties define for which graduates or doctoral titles these additional compulsory parts apply, clearly and according to objective criteria. When admitting doctoral candidates to the doctorate, the relevant faculty body will explain this additional requirement to the doctoral candidates to whom this applies, in accordance with the supplementary faculty doctorate regulations.

The PhD student must be able to show that they have passed all the compulsory parts of the doctoral programme before submitting their doctoral thesis, in order to be admitted to the doctoral exam.

### **SECTION 4: SPECIFIC PROVISIONS IN THE DOCTORAL TRAINING PROGRAMME FOR DOCTORAL CANDIDATES STARTING BEFORE ACADEMIC YEAR 2019-2020**

#### **Article 15. Components of the doctoral programme**

The following provisions apply to students who enrolled for the first time in a doctorate programme at the VUB before academic year 2019-2020.

§1. Apart from the compulsory Introduction Day, the doctorate programme is an optional, flexible programme package consisting of two components:

- a. Component I Programme elements (education) and research:
  - Standard programme elements from bachelor, master's or second master's programmes at the Free University Brussels or another Flemish university (at no cost, unless the programme elements concerned are from a programme for which increased study fees apply) or other institutions
  - Specialist Programmes (courses, workshops, seminars) organised or approved by one or more Doctoral Schools of the Free University Brussels or another Flemish university (this might also be another Belgian or foreign doctorate programme) or by a Permanent Training Institute

- Workshops and seminars in transferable skills organised by the Doctoral Schools, the RTDO or another university (Flemish)
- Scientific publications
- Presentations for a scientific audience
- Public Engagement and Outreach
- Business & Community
- Other research-related activities as included in the VUB Doctoral Schools credit table.

A detailed description of the various components of the programme package can be viewed in Appendix I and in the Doctoral School Credit Table.

b. Component II Successful defence of the doctorate

§2. The Doctorate Programme is worth 60 ECTS credits, evenly distributed across both components:

Component I: 30 ECTS credits

Component II: 30 ECTS credits

§ 3. As an interim measure, from academic year 2020-2021, Component II will lapse and the components as described in Article 17 will be taken over. Successful completion of Component I is not compulsory for the group referred to in this article in order to be permitted to submit their doctoral thesis. It is, however, a condition of being able to obtain a certificate as envisaged in Article 16.

### **Article 16. Certificate for the Doctoral Programme**

The Doctoral Programme at the Free University Brussels is endorsed with a certificate signed by the Rector.

Only those who have successfully completed the entire non-compulsory Free University Brussels Doctoral Programme as described in Article 15 will receive the corresponding certificate. The doctoral candidate can request the certificate after the public defence, or it will be automatically generated after the academic year in which the PhD student obtained their doctorate.

The certificate states that the doctoral candidate has successfully completed the Free University Brussels Doctoral Programme.

Anyone who has failed to complete the entire Free University Brussels Doctoral Programme will receive, on request through Portfolio, a certificate listing the programme elements, workshops or activities attended.

## **SECTION 5: SPECIFIC PROVISIONS IN THE DOCTORAL TRAINING PROGRAMME FOR DOCTORAL CANDIDATES STARTING FROM ACADEMIC YEAR 2019-2020**

### **Article 17. Components of the Doctoral Programme**

The Doctoral Programme is compulsory for doctoral candidates who enrolled for the first time in a doctoral programme at the Free University Brussels from academic year 2019-2020, and the following provisions apply.

§1. Altogether, doctoral candidates should attend the Introduction Day and acquire at least 30 ECTS credits in order to complete their doctoral programme. Of these 30 ECTS credits, at least five should be obtained per quadrant.



§2. Apart from the compulsory Introduction Day, the compulsory doctoral programme consists of successfully completing programme elements/components from each of the four quadrants into which the programme package is divided, with the content as described here and schematically represented in Appendix II:

a. *Research output* consists of publishing in various forms - from articles in international journals to active participation in conferences with the presentation of a poster or paper;

b. *Skills specific to the domain* are learned by taking domain or DS specific training courses. This might be participation in an intensive summer school or taking extra subjects or programme elements from the regular bachelor, master's or second master's courses on offer at the VUB or another university. Winning scientific prizes is also included in this heading, as is the establishment of specific output for Doctorates in the Arts and winning approved financing proposals;

c. *Education tasks and Science Outreach* Education tasks consist of carrying out all kinds of education activities ranging from teaching within a regular bachelor, master's or second master's programme elements to training fellow doctoral candidates and supervising theses by bachelor, master's or second master's students. Science Outreach covers both scientific communication (writing a popularising article, taking part in the VUB PhD Cup or another competition, media output) and the introduction of other activities in which research is translated for a broad public (Children's University, Science Day...)

d. *Transferable skills and career development*: this encompasses following all kinds of training on offer, useful for both academic and non-academic career programmes (presentation skills, learning to conference, time management, leadership skills etc.) in preparation for a career after gaining a doctorate and for taking up posts in councils, the organisation of events or active participation in groups, committees etc.

§3. In addition to the four quadrants, there is also the *wild card*. The wild card can be used to supplement certain quadrants, but it cannot wholly replace them. A wild card can be played per quadrant for a maximum of 4 ECTS credits.

### **Article 18. Procedure for obtaining exemption from the compulsory Doctoral Programme**

§ 1. There are some situations in which doctoral candidates can be exempted from the compulsory Doctoral Programme:

1° doctoral candidates who have signed a contract with another organisation for a joint or double doctorate and where the VUB is not the main organisation

2° doctoral candidates who are working abroad on their doctorate for 50% or more, without there having been a contract signed with another organisation for a joint or double doctorate (known as 'sandwich PhDs')

3° doctoral candidates who are in employment for 50% outside the doctoral research or who have a status without doctoral objectives.

§ 2. Anyone wishing to request exemption should fill in the appropriate form and have it signed by their supervisor on enrolment in the doctorate or on submission of the progress report. The RTDO decides on this request for exemption for the academic year 2019-2020. From academic year 2019-2020, the faculty will decide on this request for exemption.

§ 3. Exemptions other than the one described in § 1. are not, by definition, excluded but can only be requested in exceptional circumstances. The faculty passes on these requests

for exemption from the compulsory Doctoral Programme to the Doctoral Schools Steering Group which will decide whether or not to grant the exemption.

Every exemption must be requested within two years of the start of the doctoral course. Late requests will result in the whole of the doctoral course being taken into consideration and if there is any doubt, the decision will be taken by the Doctoral Schools Steering Group.

### **Article 19. Certificate for the compulsory Doctoral Programme**

The compulsory Free University Brussels Doctoral Programme is endorsed with a certificate signed by the Rector.

Only those who have successfully completed the entire compulsory Free University Brussels Doctoral Programme as described in Article 17 will receive the corresponding certificate. The doctoral candidate must request the certificate personally.

The certificate states that the doctoral candidate has successfully completed the Free University Brussels Doctoral Programme.

## **SECTION 6: APPEAL OPTIONS NON-REGULAR PROGRAMME ELEMENTS**

### **Article 20. Applicability**

This Section only relates to the appeals against non-regular programme units. The Teaching and examination regulations continue to apply for regular programme units.

### **Article 21. The appeal against material decisions**

§1. If a material error is established when making a study progress decision, this shall be formally reported to the dean within 10 calendar days of such decision being taken.

§2. A mistake that does not lead to a less favourable decision with regard to the PhD candidate will be corrected by the Dean. The correction is communicated to the PhD candidate and shall be adequately documented within the faculty.

3. If the determined error leads to a less favourable decision with regard to the PhD candidate, the error must be corrected by the body that made the original decision. Where necessary, that body shall be convened by the dean as quickly as possible. The correction is communicated to the PhD candidate and will be adequately documented within the faculty.

### **Article 22. Decisions against which appeals may be lodged**

It is possible to appeal internally against a decision such as is described in Articles 13, 14, B), 16, 18 and 19. External appeals are only possible when all available internal appeal options have been exhausted.

### **Article 23. The composition of the Internal Appeal Body**

§1. The Steering Group is, as appeal body, authorised to take note of all internal appeals lodged against the decisions mentioned in Articles 13, 14, B), 16, 18 and 19.

§2. The appeal body consists of two members of the Steering Group and two members of the relevant faculty.

§3. A chair is appointed from among the members of the professional body. The following must be added to the appeal body as members in an advisory capacity only:

- A member of the RTDO, who functions as secretary of the appeal body
- A legal expert from the Research and Data Management department

## **Article 24. The internal appeal procedure, with the exception of the decision about reasonable amendment**

§1. If a doctoral candidate feels that a decision in their case, as described in Articles 13, 14, B), 16, 18 and 19, has been amended by way of a violation of the law, they can lodge an appeal with the office of the Vice-rector of Research. The appeal must be lodged within an expiry period of seven calendar days, and that period starts:

1° in the case of an exam decision - the day after the day of the proclamation

2° in the case of any other student progress decision - the day after the PhD student was informed about the decision.

§2. The doctoral candidate should substantiate the request with facts and give the reasons for the objections put forward within the expiry period mentioned. If the student fails to do this, their appeal will automatically be deemed to be inadmissible, insofar as no factual description of the objections put forward have been recorded.

§3. On pain of inadmissibility, the appeal will be lodged by means of a signed and dated petition which should be sent by registered post to the chair of the appeal body involved. The petition should show, at the least, the identity of the doctoral candidate concerned, the decision being appealed, and a factual description of the objections put forward and the reasons behind them. At the same time, the doctoral candidate sends an identical electronic version of the petition, by way of information, in an email to [doctoral.schools@vub.be](mailto:doctoral.schools@vub.be). The date of the appeal will be the same date as that of the postmark on the registered post.

§4. The doctoral candidate, or person to whom the decision refers, has the right to be heard by the appeal body. The appeal body determines whether this right to be heard should be carried out in writing or orally. During an oral handling of their appeal, the doctoral candidate can have representation. In this dialogue, the secretary of the appeal body will be present to take brief minutes of the statements, and the doctoral candidate will be asked to sign these minutes. If the chair deems it necessary for a reasonable and fair assessment of the appeal, these minutes will be submitted for response.

§5. The appeal will lead to:

1° the well-founded rejection of the appeal, based on its inadmissibility, by the chair of the appeal body involved or

2° a decision by the appeal body which confirms or reviews the original decision, giving clear reasons.

§6. The decision in application of §5 will be communicated to the doctoral candidate or the person to whom the decision refers within 20 calendar days, which will start on the day after the one on which the appeal was lodged. This notification offers the possibility of lodging an external appeal and gives the relevant period for this. The decision taken in application of §5 will be communicated by the Vice-rector of Research to the relevant Ombudsperson for doctoral candidates of the relevant Doctoral School.

§7. It is possible to lodge an appeal against the decision taken in application of §5 with the Council for Disputes concerning decisions on academic progress.

## **Article 25. The internal appeals procedure regarding a decision to refuse reasonable modifications**

§1. The doctoral candidate can lodge an internal appeal against a decision to refuse reasonable modifications to education and exam activities for doctoral candidates with a disability, in the event that a doctoral candidate is of the opinion that this decision was affected by a violation of the law. This appeal must be sent by registered post to the office of the Vice-rector of Research within an expiry period of seven calendar days, which will start on the day after the announcement of the decision.

§2. The internal appeal procedure will lead to a well-founded decision which is binding for everyone within the organisation. The PhD student has the right to be heard in this. An Ombudsman for doctoral candidates and a lawyer from the Research and Data Management department can be present for this.

§3. The decision in the application of §2 will be made known to the PhD student within one month, which will start on the day after the day on which the appeal was lodged. This decision will be communicated to an Ombudsperson for doctoral candidates who has the relevant Doctoral School as their work area.

## **SECTION 7: FINAL PROVISIONS**

### **Article 26. Transitional arrangement**

There is a transitional arrangement in place for doctoral candidates who enrolled for a doctorate before academic year 2008-2009. With the approval of the faculty, they may enrol in one of the Doctoral Schools. In that case, the current Doctoral Schools regulations apply.

### **Article 27. Entry into force**

These regulations will enter into force following approval by the Academic Council and will replace the Free University Brussels Doctoral Schools regulations approved on 5 December 2016 and the Resolution regarding the setting up of the doctorate programme, Free University Brussels, approved by the Executive Board on 11 December 2007.

# Appendix I: Structure of the non-compulsory Doctoral Programme

The Doctoral Programme is a flexible programme package consisting of various elements.

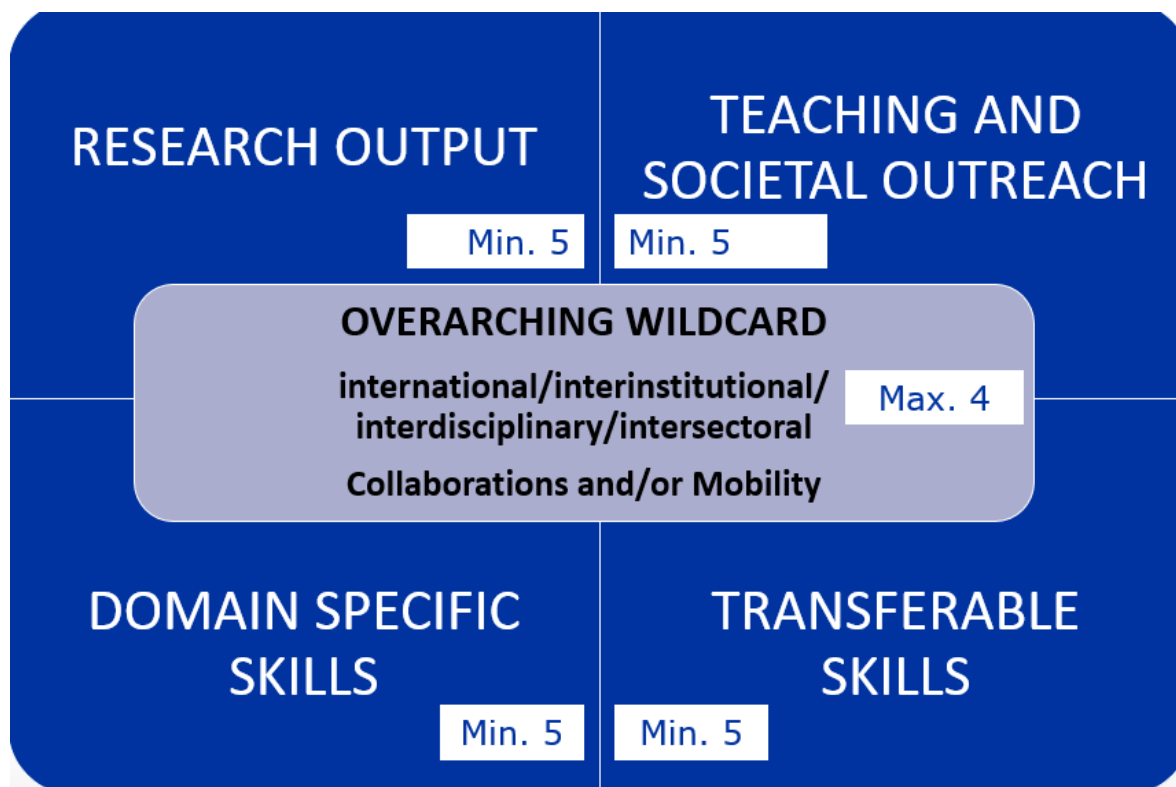
| Programme package <sup>1</sup>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | ECTS credits               |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|
| <p>1. Programme elements<sup>2</sup>:</p> <p>1.1. Standard programme elements from bachelor, master's or second master's programmes at the Free University Brussels or another Flemish university (at no cost, unless the programme elements concerned are from a programme for which increased study fees apply) or other institutions<sup>3</sup></p> <p>1.2. Specialist Programmes (courses, workshops, seminars) organised or approved by one or more Doctoral Schools of the Free University Brussels or another Flemish university or by a Permanent Training Institute</p> <p>1.3. Workshops and seminars in transferable skills organised by the Doctoral Schools, the RTDO or another university (Flemish)</p> | <p>a minimum of<br/>30</p> |
| 2. Scientific publications                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                            |
| 3. Presentations for a scientific audience                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                            |
| 4. Public Engagement and Outreach                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                            |
| 5. Business & Community                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                            |
| 6. Other research activities as included in the VUB Doctoral Schools credit table                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                            |
| 4. The Doctoral Defence                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 30                         |

<sup>1</sup>A detailed description of the various components of the programme package can be viewed in the Doctoral School credit table.

<sup>2</sup>At the request of the doctoral candidate, the Director of the relevant Doctoral School, in agreement with the supervisor and the holder of the degree, can decide to provide an alternative assessment for each programme element at the VUB.

Doctoral students following programme elements from a bachelor or master's programme at the VUB in the context of the doctoral programme, are not subject to the prerequisites and corequisites mentioned in the programme element fiche.

## Appendix II: Structure of the compulsory Doctoral Programme



For information purposes, the following Doctoral Schools Credit Table will apply from the moment these regulations are approved. However, this table is subject to regular review, in order to facilitate expansion and modification of the number of credits.

| ICT tool                                                     | Curriculum                                                                                           | Doctoral School – Output & ECTS Training |
|--------------------------------------------------------------|------------------------------------------------------------------------------------------------------|------------------------------------------|
| <b>RESEARCH OUTPUT</b>                                       |                                                                                                      |                                          |
| <b>SCIENTIFIC PUBLICATIONS</b>                               |                                                                                                      |                                          |
| PURE                                                         | (co-) author of a <b>book/anthology</b>                                                              | 6                                        |
|                                                              | <b>international peer-reviewed</b> articles/contributions in <b>book/anthology</b>                   | 6                                        |
|                                                              | <b>international peer-reviewed</b> articles/letters/scientific reviews in <b>scientific journals</b> | 6                                        |
|                                                              | <b>national peer-reviewed</b> articles/contributions in <b>book/anthologies</b>                      | 6                                        |
|                                                              | <b>national peer-reviewed</b> articles/letters/scientific reviews in <b>scientific journals</b>      | 6                                        |
|                                                              | articles/contributions in <b>book/anthologies/journals without peer-review</b>                       | 1                                        |
| <b>scientific editor</b> of <b>book/anthologies/journals</b> | 6                                                                                                    |                                          |

|                                              |                                                                                                                                          |   |
|----------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|---|
|                                              | <b>report</b> of research projects/policy preparing studies submitted to the subsidizing organisation after conclusion of the activities | 1 |
|                                              | contribution to specialist publication (i.e. protocol, handbooks)                                                                        | 3 |
|                                              | conference paper in proceedings                                                                                                          | 3 |
| <b>PRESENTATIONS FOR SCIENTIFIC AUDIENCE</b> |                                                                                                                                          |   |
| PURE                                         | <b>presentation</b> at meeting as activity in PURE                                                                                       | 2 |
|                                              | <b>poster</b> presentation                                                                                                               | 1 |
| <b>TEACHING AND SOCIETAL OUTREACH</b>        |                                                                                                                                          |   |
| <b>TEACHING (educational activities)</b>     |                                                                                                                                          |   |
| PhD Portfolio                                | <b>giving</b> research training / workshops                                                                                              | 2 |
|                                              | <b>teaching</b> BA/MA students (incl. grading papers and supervising internships)                                                        | 4 |
|                                              | <b>supervising</b> thesis at BA/MA/MaNaMa level                                                                                          | 3 |
| <b>SOCIETAL OUTREACH (public engagement)</b> |                                                                                                                                          |   |
| PURE                                         | popularising publications aimed at a non-academic audience                                                                               | 3 |
|                                              | <b>public</b> lecture/debate for a non-academic audience                                                                                 | 2 |
|                                              | <b>media</b> participation                                                                                                               | 1 |
|                                              | <b>schools'</b> engagement                                                                                                               | 1 |
|                                              | organising a <b>Festival/Exhibition</b>                                                                                                  | 3 |

| <b>DOMAIN SPECIFIC SKILLS</b>   |                                                                                    |   |
|---------------------------------|------------------------------------------------------------------------------------|---|
| <b>TRAINING</b>                 |                                                                                    |   |
| PhD Portfolio                   | Following <b>regular</b> courses (at bachelor, master or second master)            | * |
|                                 | Research Integrity                                                                 | * |
|                                 | Funding & writing grant proposals                                                  | * |
|                                 | Methodology: preparing and organizing data                                         | * |
|                                 | Methodology: collecting data                                                       | * |
|                                 | Methodology: analysing data                                                        | * |
|                                 | DS-specific PhD days, seminars and master classes                                  | * |
|                                 | External summer schools/workshops                                                  | * |
| <b>KNOWLEDGE AND INNOVATION</b> |                                                                                    |   |
| PURE                            | <b>Patent</b>                                                                      | 6 |
|                                 | <b>Approved</b> written proposals for external agency (FWO, Innoviris,...)         | 2 |
|                                 | Developing <b>new</b> software/database/digital or visual products/web publication | 2 |
|                                 | Artefact                                                                           | 3 |
|                                 | Exhibition/Performance                                                             | 3 |
|                                 | Composition/Design                                                                 | 3 |
|                                 | Scientific <b>award</b> or prize                                                   | 2 |
|                                 | Membership of academic working groups or councils                                  | 1 |
| <b>TRANSFERABLE SKILLS</b>      |                                                                                    |   |
| <b>TRAINING</b>                 |                                                                                    |   |
| PhD Portfolio                   | Academic English courses                                                           | * |
|                                 | Presentation skills training                                                       | * |
|                                 | Writing skills training                                                            | * |
|                                 | Getting organized training (e.g. time management, personal effectiveness)          | * |
|                                 | Leadership training                                                                | * |
|                                 | Other transferable skills (creative thinking, conflict management, negotiating)    | * |
|                                 | Wellbeing courses (Mindfulness, stress management)                                 | * |
|                                 | Career development                                                                 | * |
|                                 | Entrepreneurship                                                                   | * |
|                                 | External training in transferable skills                                           | * |
| <b>ACTIVITIES</b>               |                                                                                    |   |
| PURE                            | <b>Membership</b> of public / government advisory / policy group or panel          | 1 |
|                                 | <b>Contribution</b> to the work of external committees and working groups          | 1 |
|                                 | <b>Organizing research-related events</b> at VUB or another organisation           | 3 |
| <b>OVERARCHING WILDCARD</b>     |                                                                                    |   |



|      |                                                                                                                                                       |   |
|------|-------------------------------------------------------------------------------------------------------------------------------------------------------|---|
| PURE | Joint or sponsored <b>appointments</b> or <b>secondments</b> with industry or commerce                                                                | 6 |
|      | Third Party Services                                                                                                                                  | 3 |
|      | <b>International mobility stay of a minimum of one week</b> at a <b>foreign</b> university, library, archive or lab for an apprenticeship or research | 2 |
|      | <b>Interdisciplinary</b> collaboration (i.e., Interdisciplinary doctorates)                                                                           | 2 |

Legend:

**\*: course-specific points or 1 credit per 24h investment by the doctoral candidate**

**Special credits: for mandatory PhD introduction Day (incl. ethics & integrity) by default in portfolio upon signature for participation**