Université libre de Bruxelles

PhD Regulations[1]

Approved by the Board on the 1st of July 2013
and amended by the Academic Council of the 26th of May 2014, 20th of April 2015, 19 th of October 2015, 26th of September 2016, 26th of March 2018, 24th of March 2018 and 27th May 2019

Preamble

These regulations describe the conditions and procedure for obtaining a PhD at the Université libre de Bruxelles. They accompany the PhD Charter, which the doctoral candidate, supervisor and chair of the supervisory committee are invited to sign.

A PhD is an internationally recognised degree giving access to highly qualified positions, and is a requirement for a career in academia.

The preparation of a PhD thesis is both a contribution to scientific research and personal training acquired by carrying out research.

Once enrolled on a PhD, the doctoral candidate must comply with existing ULB regulations, including those pertaining to scientific ethics and intellectual property.

Section I – General provisions

Art. 1. The PhD and doctoral research training

§1. A PhD diploma attests to the successful writing and public defence of an original thesis.

§2. 180 credits are required to complete your thesis, 60 of which are earned upon completion of the doctoral research training programme, which consists in gaining research experience and in the acquisition of scientific and cross-functional skills.

§3. A thesis is an individual piece of work that may take the form of:

- an original dissertation, or
- an essay showing the connections between a body of scientific publications of which the doctoral candidate is either the author or co-author, or

Additional provisions in the Faculty of Philosophy and Social Sciences:

The essay must include at least 4 publications and the doctoral candidate must be the only author of at least three of these publications. Each paper must be accepted for publication in peer-reviewed journals after the first enrolment for the PhD at ULB.

[1] The regulations exist both in French and in English. In case of conflict of interpretation, the French version will prevail.

- a dissertation based on a project or piece of work of which the doctoral candidate is the author or co-author

Art. 2. The thesis must be written and defended in French or English, or in another language approved by the Faculty Jury.

Art. 3. Throughout these regulations, "faculty" refers to the faculty, school, or institute in question, and "dean" refers to the dean of the faculty or President of the school or institute. Deadlines are given in calendar days.

Art. 4. Footnotes are provided for informational purposes only, and do not form an integral part of the regulations.

Section II – Organization of the PhD

Art. 5. Faculties

§1. The Faculties are in charge of organising the study programme and assessment procedures leading to the thesis.

§2. Each doctoral candidate is attached to a faculty authorized to award the academic degree in question.[2]

§3. In cases where research will be carried out across several faculties or institutions, one of them is designated main managing faculty when the candidate first enrols for a PhD.

§4. Each faculty has a Faculty Doctoral Commission composed of at least three members of the faculty's academic staff. The Commission's roles and responsibilities are defined in these regulations.[3]

§5. The Faculty Jury may delegate the task of forming the Doctoral Commission to the academic juries that grant a particular academic degree.

§6. Likewise, the Faculty Jury may delegate the responsibility for appointing thesis jury members to the Section juries,[4] and the dean may delegate organisation of the defence to the Section Presidents.

§7. Each faculty will specify how these regulations are applied in practice.

[2] The full list of doctoral academic degrees awarded by the French Community of Belgium, as well as the corresponding faculties, can be found on the ULB webpage devoted to the PhD: http://www.ulb.be/phd.
[3] Please see Art. 6-11, 13-15, and 34.
[4] See Art. 18.

§8. Any additional provisions that a faculty may wish to add to these regulations will be subject to approval by the Academic Council.

Art. 6. Supervisor and co-supervisor

§1. The supervisor directs the research related to the preparation of the doctoral thesis. A co-supervisor may also help with supervising the thesis.

§2. The supervisor must hold the title of doctor obtained through the defence of a thesis, or the Belgian "agrégé de l'enseignement supérieur" qualification and be a permanent member of the ULB academic staff or be a full-time "chargé de cours temporaire". The supervisor must not have retired from the university.

The provisions concerning the title of doctor do not apply to supervisors covered by integration agreements with the *Instituts supérieurs d'Architecture*.

§3. The co-supervisor must be a member of the ULB academic staff, a "Professeur de l'Université", or a permanent member of staff at another higher education institution. They may also be a permanent member of staff of a research institute or organisation with which the ULB has signed a thesis supervision agreement.

§4. If a supervisor is scheduled to retire within four years, then the Faculty Doctoral Commission will appoint a co-supervisor who meets the conditions stipulated in Art. 6 §2 and who will replace the supervisor on their retirement.

§5. The supervisor or co-supervisor must be a member of the academic staff of the faculty awarding the degree.

Additional provisions in the Faculty of Philosophy and Social Science:

In accordance with the provision approved by the Academic Council ot the 30th of June 2014, a supervisor attached primarily to the Faculty of Letters, Translation and Communication may supervise a thesis corresponding to a research field of the Faculty of Philosophy and Social Sciences, wihtout any automatic appointment of a co-supervisor from the latter.

Art. 7. Supervisory committee

§1. The supervisory committee monitors the doctoral candidate while they are working on their thesis. The Faculty Doctoral Commission appoints the supervisory committee as soon as the doctoral candidate has been admitted to the PhD programme.

§2. The supervisory committee is made up of the supervisor, the co-supervisor (if any) and at least two more members of a university's academic staff.. With the possible exception of the co-supervisor, committee members must have obtained a PhD after defending a thesis.

§3. The supervisory committee is chaired by a member other than the supervisor and co-supervisor. If ever a vote is tied, then the chairperson's vote will be decisive.

§4. The supervisory committee may call upon experts from within or outside the university, including retired members of academic staff, to act in an advisory capacity.

Section III - Access, admission, and enrolment on the PhD programme

Art. 8. Conditions of access to the PhD programme

In accordance with the Decree in force, the PhD programme is open to any candidate who has been awarded one of the following degrees:

a) a Master degree worth at least 120 credits, awarded by a university in the French Community of Belgium

b) an equivalent academic degree awarded by a Higher Educational Institution, in Belgium or abroad, including a "licence" obtained in a University in the French Community of Belgium before the implementation of the Bologna Reform

c) a foreign academic degree recognized as equivalent to the previously cited Master degrees by the French Community of Belgium

d) any other second cycle degree obtained in Belgium or abroad, which the Faculty Doctoral Commission has assessed to be worth at least 300 credits

e) a degree awarded outside the French Community of Belgium which, in the system of origin, gives direct access to doctoral training or to a PhD programme. In this case, applicants are required to submit an official proof to the ULB Registration Department that their degree qualifies them to study for a PhD in their home country.

Art. 9. PhD Admissions

§1. In order to be admitted to the PhD programme, the applicant:

- must meet the access conditions described in Art. 8
- must be accepted by a supervisor who agrees to personally and properly supervise the preparation of the thesis, after having obtained the agreement of the Director of the research unit hosting the doctoral candidate regarding the framework within which the doctoral candidate will be hosted.
- must specify the title of the intended doctoral degree, the faculty they will be attached to, and the research centre or unit in which they would like to work on their thesis.
- must provide the Faculty Doctoral Commission with a research project that includes a provisional title, a short presentation of the project pointing to its originality in relation to the current state of the art, and a provisional work plan.
- must submit to the Faculty Doctoral Commission a proposal regarding the members of his supervisory committee, in mutual agreement with his supervisor.

§2. The Faculty Doctoral Commission verifies that the admission conditions detailed in Art. 9 §1 have been met.

§3. The Commission bases its decision regarding the applicant's admissibility to the doctoral programme on their curriculum, their thesis proposal, and on their ability to work independently and carry out scientific research.

§4. The Commission appoints the supervisor and any co-supervisor, as well as the members and chairperson of the supervisory committee.

§5. If the candidate has not been awarded a Master degree worth at least 120 credits by a university of the French Community of Belgium, the Faculty Doctoral Commission may, in exceptional circumstances, require the candidate to follow an additional doctoral programme, which may consist in one or more courses, but should not exceed 60 credits, taking into account the ECTS already recognized when they were admitted to the university. These courses form an integral part of the candidate's doctoral programme.

Art. 10. Enrolling on the PhD programme and doctoral research training

Once the Faculty Doctoral Commission has admitted the applicant, then the applicant enrols for both the doctoral research training and the PhD itself, unless they hold already the "Certificat de formation à la recherche"[5] obtained in the French Community of Belgium.

Art. 11. PhD enrolment and re-enrolment

§1 Enrolment is done through the ULB Registration Department.

§2. Doctoral candidates are required to enrol for both the PhD and doctoral research training every year, until the latter has been completed in full. If the doctoral candidate fails to re-enrol within the stated timeframe, then they are considered to have abandoned their thesis and must begin the full admissions procedure again, including payment of full enrolment fees. In exceptional circumstances and on the substantiated recommendation of the supervisory committee, the Faculty Doctoral Commission may suspend the thesis for a limited period.

§3. Faculties send re-enrolment files of doctoral candidates attached to them to the Registration Department by 31st October at the latest. Each faculty sets the date for submission of the re-enrolment files to the faculty. The date may be prior to the 31st October.

§4.The applicant must submit their application for a PhD by 31st October at the latest, unless a special dispensation has been granted for exceptional reasons duly justified by the Faculty Doctoral Commission, and the concerned Faculty must submit the file relating thereto to the Registration Department by 30th November at the latest.

§5. Enrolment is only considered complete once all fees have been paid by 31st January at the latest.

§6. The doctoral candidate pays the full enrolment fees the first time they enrol for their PhD.

§7. Each time they re-enrol, the doctoral candidate only pays registration and administrative fees.

§8. Enrolment fees are detailed in appendix 1.

§9. From the academic year 2014-2015, through, if necessary, the review of the file by the qualified departments, are exempted to pay the full enrolment fees: assistants of the University (full time or part-time); doctoral candidates funded by a University doctoral fellowship, doctoral candidates with a minimum part-time employment contract with the University for a permanent or fixed period

[5] See Art. 12.

which covers the academic year when the registration is made; and candidates with a FRS-FNRS doctoral grant. Registration and administrative fees are still due by those doctoral candidates on the first enrolment and each re-enrolment.

Section IV - PhD supervision and monitoring

Art. 12. Doctoral research training

§1. Doctoral research training is a programme worth 60 credits, and comprises a programme specific to the field of research and a programme focusing on development of more general skills. This programme may not comprise more than 30 credits of learning activities.

§2. The doctoral research training programme is managed by the graduate school corresponding to the research field.

§3. The supervisory committee validates the content of this programme, as from the first year of the PhD. The content may be changed, depending on how the doctoral candidate's work progresses.

§4. The supervisory committee awards credits for the work carried out as part of the doctoral research training,[6] and certifies the successful completion of the training in line with the Faculty's policy.

Additional provisions in the Faculty of Philosophy and Social Sciences:

The supervisory committee determines whether the credits may be awarded for work undertaken as part of the doctoral training and whether the doctoral candidate may be granted a pass for the completion of the training. The supervsiory committee's suggestion is submitted to the Faculty Doctoral Commission for approval.

§5. If the doctoral candidate successfully completes the doctoral research training, the University awards them a "Certificat de formation à la recherche".

§6. If the supervisory committee deems it appropriate, it can validate training or activities completed by the candidate before they enrolled for doctoral research training, except for those included in the 300 credits taken into account when they were admitted to the doctoral programme.

Additional provisions in the Faculty of Philosophy and Social Sciences:

The Faculty Doctoral Commission validate training or activities completed by the candidate before enrolling for doctoral research training, upon the supervisory committee's suggestion.

§7. For doctoral candidates who have been awarded a Master degree "à finalité approfondie" (*i.e.* with research focus) by a university of the French Community of Belgium, the supervisory committee automatically validates their Master for a maximum of 30 credits, on condition that these learning activities are relevant to their proposed doctoral training programme.

[6] See appendix 2.

Art. 13. Annual evaluation and re-enrolment

§1. The supervisory committee meets with the doctoral candidate at least once per year in order to assess progress. On the basis of this annual evaluation, the result of which is communicated to the doctoral candidate, the supervisory committee informs the Faculty Doctoral Commission in writing on their opinion regarding re-enrolment.

§2. If the work carried out is found to have serious failings, then the supervisory committee may advise the Faculty Doctoral Commission to refuse re-enrolment for the following academic year. Such advice must be duly justified.

§3. If it takes more than four years to complete the thesis – or six years if the doctoral candidate is on a full-time assistant contract – re-enrolment is only authorized with the duly justified approval of the supervisory committee and the explicit agreement of the Faculty Doctoral Commission.

Additional provisions in the Faculty of Philosophy and Social Sciences:

The scale applied to full time assistants is expanded to include self-funded doctoral candidates.

Art. 14. Intermediate evaluation

§1. During their PhD, doctoral candidates will be subjected to an intermediate evaluation by their supervisory committee, in order to assess whether their thesis can be completed according to schedule. The evaluation is held during the first or second year of the PhD. If the supervisory committee agrees, the evaluation may also be held during the third year for assistants and for doctoral candidates with a part-time research position, and in the third or the fourth year for doctoral candidates with no research position.

Additional provisions in the Faculty of Philosophy and Social Sciences:

The intermediate evaluation is a written task whose format is established by the supervisory committee (a chapter of the thesis, an overview of the field (state of the art), part of the empirical research, an ethnographic report, etc.). For the PhD in Art and the Science of Art, the intermediate evaluation must comprise an artistic part.

§2. The supervisory committee grants a pass or a fail based on the intermediate evaluation, and informs the Faculty Doctoral Commission of its decision.

§3. If the intermediate evaluation is successful, then the work that led to it is validated for 20 doctoral research training credits.

§4. The doctoral candidate must pass the intermediate evaluation before defending their thesis.

§5. If the doctoral candidate fails the intermediate evaluation, then the supervisory committee will inform the doctoral candidate, in writing, of the reasons for its decision within eight days. The Faculty Doctoral Commission will then refuse re-enrolment. The doctoral candidate may appeal to the Faculty Doctoral Commission within the following fifteen days, and in exceptional circumstances the Commission may allow them to re-enrol. The intermediate evaluation must then be passed the following year.

§6. If the doctoral candidate definitively fails the intermediate evaluation, they may not apply for a new PhD at the ULB for a period of five years.

Art. 15. Changes to PhD supervision

§1. With the agreement of both the doctoral candidate and their supervisor, the supervisory committee may, at any moment, suggest that the Faculty Doctoral Commission appoints a co-supervisor or a new supervisor. The reasons for this change must be duly substantiated.

If a significant new direction is taken with the thesis, involving a change in supervisor and/or research centre and/or research field and/ or Faculty, then the Faculty Doctoral Commission(s) in question, after consultation with the supervisor and supervisory committee, must either approve the new orientation of the thesis or recommend that the doctoral candidate enrols for a new PhD, which would require a new admission application.

§2. When a supervisor retires, the co-supervisor appointed by the Faculty Doctoral Commission becomes the supervisor, as detailed in Art. 6 §4.

Additional provisions in the Faculty of Philosophy and Social Sciences:

Any supervisor who enters retirement and obtain the title of “Professeur de l’Université” may upon request to the Faculty Doctoral Commission, become a co-supervisor.

§3. If a supervisor, co-supervisor, or member of the supervisory committee leaves unexpectedly, then the Faculty Doctoral Commission appoints a replacement as soon as they are made aware of the departure.

§4. Should the supervisor be unavailable for a period exceeding 4 months and in the absence of any co-supervisor, the Faculty Doctoral Commission appoints a co-supervisor for the period during which the supervisor is unavailable.

§5. If an unresolved conflict persists between the doctoral candidate and their supervisor, between the doctoral candidate, supervisor, and the supervisory committee, or between the doctoral candidate and the head of the host unit, then they must choose a mediator by mutual agreement and inform the dean of the faculty.

If, after two months, mediation remains unsuccessful, the dean of the Faculty – or the deputy dean if the dean is directly involved – takes charge of the mediation. If the dean (or deputy dean) deems it appropriate, they may suggest that the Faculty Doctoral Commission appoints a co-supervisor, new supervisor, or new supervisory committee.

Section V – Thesis submission and defence

Art. 16. When the doctoral candidates considers that their thesis manuscript is almost ready for submission, they inform their supervisor accordingly. Within one month, the supervisor will let the doctoral candidate know whether or not they consider the thesis ready for submission. If the supervisor does not give the go-ahead, then the doctoral candidate may seek a second opinion from the supervisory committee, which again must give their opinion within a period of one month.

Art. 17. Submission of the thesis

§1. The thesis must be submitted to the dean of the faculty.

§2. In order to be eligible to defend their thesis, the doctoral candidate must be properly enrolled for a PhD, and have obtained validation of 60 doctoral research training credits.

§3. In order to be eligible to publicly defend their thesis, the doctoral candidate must have uploaded their thesis into DI-fusion, the institutional repository of the University, by the day before the public defence at the latest.

§4. The front cover of the thesis must follow the institutional template available at Appendix 3.

Art. 18. Composition of the thesis jury

§1. With a view to awarding the title of Doctor, the faculty jury, after consultation with the supervisory committee, sets up a thesis jury specific to each doctoral candidate and appoints its Secretary and Chairperson. The Chairperson must be a member of the academic staff of the University, but may not be the thesis supervisor or co-supervisor.

§2. The thesis jury is composed of at least five members, all of whom must hold the title of doctor obtained through the defence of a thesis, or be recognised to be a scientific or artistic authority in their field.

The supervisor and, if applicable, the co-supervisor, must be member(s) of the thesis jury.

At least three members of the jury must be members of the university's academic staff. At least two members must come from outside the ULB.

For PhDs in “Art and Art Sciences” PhD programmes, the thesis jury is formed, until 2018, in accordance with agreement in force with the relevant “Ecole supérieure des arts”.

§3. If the academic degrees which are invoked by the doctoral candidate in order to be admitted to the PhD programme are not awarded by the Faculty to which they belong, then at least one member of the thesis jury must be a member of the academic staff of one of the faculties authorized to award such degrees.

Art. 19. The thesis jury must be appointed within one month of submission of the thesis, unless the date falls between 15 July and 15 August.

Art. 20. The thesis jury has sole and collegial authority for evaluating the quality of the doctoral thesis. It determines whether the academic degree of Doctor may be awarded.

Art. 21. Each member of the thesis jury has one vote and may not abstain. Decisions are made by simple majority. If ever a vote is tied, then the chairperson's vote will be decisive. Deliberations are held behind closed doors and in secret. There is no possibility of appeal.

Art. 22. Thesis defence

§1. The thesis is defended in two stages: a private defence, and a public defence.

§2. The dean decides on the schedule. The private defence must take place at least one month after the thesis jury has been selected and within two months of submission of the thesis. The public defence must be held two to six weeks after the private defence.

These time constraints are suspended during the period 15 July - 15 August.

§3. The date, time, and location of the private and public defences are communicated to the doctoral candidate and thesis jury members. The faculty advertises the public defence at least 10 days before it is held, including on the University website.

Art. 23. Private defence

§1. The private defence takes place behind closed-doors with the participation of at least two thirds of all thesis jury members (possibly by video-conference), including the supervisor and at least one member from outside the ULB. Members unable to attend the defence are invited to submit their duly justified opinion on the content and the form of the thesis in writing.

§2. During this session, the thesis jury hears the doctoral candidate's presentation and asks detailed questions about various aspects of their work.

§3. The thesis jury then deliberates, in private – *i.e.* in the absence of the candidate –, upon the next step to take.

§4. Should the jury agree to the public defence being held on the date scheduled, it informs the doctoral candidate accordingly. The jury may, however, request that the doctoral candidate includes additional information or makes changes to the thesis, including editorial changes. This request will be made immediately.

§5. Should the jury consider that the thesis demonstrates serious deficiencies, it authorises an extension, of maximum six months, to allow the doctoral candidate to make significant changes to the thesis. The thesis jury must explicitly and immediately inform the doctoral candidate, first verbally and then in writing within eight days, with a copy sent to the dean. Within fifteen days, the dean must schedule a new date for the public defence, which is final. The thesis is rejected if the doctoral candidate fails to meet the thesis jury's requirements.

§6. Should the thesis jury consider that more than six months' work is required to improve the thesis, it decides that a new private defence must be arranged. The decision must be duly motivated and communicated immediately to the doctoral candidate, first verbally and then in writing within eight days, with a copy sent to the dean.

Art. 24. Public defence

§1. All the members of the thesis jury take part in the public defence, either in person (possibly by video-conference) or by sending the thesis jury, in writing, their duly justified opinion on whether the title of Doctor should be awarded. At least half the members of the jury must actually attend the public defence.

§2. The doctoral candidate presents their work, demonstrating their communication skills. The presentation is followed by a discussion with the thesis jury, then with faculty members and the public. The defence must not take more than 2 hours.

§3. The thesis jury then withdraws for deliberation. When deciding whether or not to award the title of Doctor, the jury will take into account the dissertation and both the private and public defences. The title of Doctor is awarded without any specific grade.

§4. The result of the deliberation is recorded in the faculty deliberation register, and the doctoral candidate is informed of the decision, which is immediately announced and posted up on the public notice board, for a period of fifteen days. If the thesis is rejected, then the decision recorded in the register must be duly justified and sent to the doctoral candidate in writing.

§5. If the thesis is accepted, then the thesis jury secretary drafts a thesis defence report that will be attached to the PhD diploma. The defence report clearly states that the PhD regulations of the ULB have been respected. The report, duly approved by all members of the thesis jury and signed by the chairperson and the secretary, must reach the faculty within one month, which then sends a certified true copy to the Doctor, retaining the original on file.

The title and the research field(s) of the thesis are stated on the PhD diploma.

§6. If the thesis is rejected, the doctoral candidate must obtain the authorisation of the Faculty Jury to re-enrol. The doctoral candidate must wait at least one year before resubmitting a thesis.

Section VI – Thesis joint supervision

Art. 25. The PhD regulations apply in full to theses prepared under joint supervision, except under the special circumstances described hereafter.

Art. 26. Joint supervision: an overview

§1. The thesis may be prepared under joint supervision with another university in Belgium or abroad.

§2. “Joint supervision” means that two universities jointly supervise a thesis, resulting in a double or joint degree.

§3. The candidate must be admitted to a ULB PhD programme under the procedure outlined in Art. 8-11.

§4. The doctoral candidate is directed by two supervisors, one from each university, who both have full supervisory responsibilities.

Art. 27. Joint supervision agreement

§1. For each jointly supervised thesis, the two universities sign a reciprocal agreement outlining the terms of the joint supervision.

§2. The agreement must include at least the following points:

- identification of the parties involved (doctoral candidate and thesis supervisors)
- a commitment from both universities to award a PhD diploma should the thesis be accepted
- the academic degree(s) awarded
- details of enrolment and registration fees, including any waiving of fees in the partner university
- the name of the doctoral school corresponding to the field of research of the thesis
- the expected duration of the thesis and the amount of time to be spent at each university
- the language(s) in which the thesis will be written and defended
- the procedure for submitting the thesis and forming the thesis jury, and how the defence will be organised
- provisions regarding social security cover
- provisions regarding intellectual property rights
- in the event of joint supervision with another university in the French Community of Belgium, details of how institutional funding and registration fees will be divided.

§3. The provisions regarding the evaluation and organisational procedures outlined in the joint supervision agreement must be in full conformity with the legal requirements of at least one of the partner universities.
§4. At the ULB, the Research Administration Office checks and approves the agreement.

§5. Once approved by the Research Administration Office, the agreement is signed, at the ULB, by the Rector, Dean, supervisor, and doctoral candidate. It is also signed by the supervisor and authorities at the partner university.

Art. 28. In accordance with the legislation and the regulations in force at the two universities, if successful, the doctoral candidate will be awarded either a joint degree or two degrees.

Art. 29.

§1. The doctoral candidate is required to enrol at both partner universities every year.

§2. The doctoral candidate pays full enrolment fees when first enrolling for a PhD at the ULB.

However, if the thesis is jointly supervised by a university in the Flemish Community of Belgium or abroad, then the joint supervision agreement may contain a clause deferring the payment of the full enrolment fees at the ULB until the following year, if they have been paid in the first year at the partner university.

If the thesis is jointly supervised by a university in the French Community of Belgium, then the joint supervision agreement may contain a clause stating that full course fees are paid only at the partner university.

§3. When enrolling in subsequent years, the doctoral candidate will pay only registration and administrative fees.

Art. 30. In order to ensure that joint supervision actually occurs, each university must supervise the doctoral candidate's work for at least one year in total.

Art. 31.

§1. The thesis jury is formed by the two partner universities, by mutual agreement.

§2. The thesis jury is made up of at least two members of the ULB, including the supervisor, at least two members from the partner university, and at least one member who is not attached to either one of the partner universities.

§3. The PhD is assessed at a single defence. The single defence can be held in just one of the two universities or in two stages (private defence then public defence), to be held respectively in each of the partner universities.

§4. If the defence is not held at the ULB, then the doctoral candidate will present their work at a seminar held before the defence.

Section VII – European doctorate

Art. 32. The "European Doctorate" label may be awarded if the following four conditions are met:

a) At least one member of the thesis jury must belong to a higher education institution in a European country other than that in which the thesis is defended.

b) The public defence is authorised by the thesis jury in the light of reports drafted by at least two professors – members of the thesis jury or otherwise – from higher education institutions in two different European countries other than that in which the thesis is defended.

c) Part of the defence must take place in an official European language other than that (or those) of the country in which the thesis is defended.

d) At least one term of research for the PhD must have been carried out in another European country.

Art. 33.

§1. When submitting the thesis, the doctoral candidate informs the Faculty, via the submission form, that they would like to obtain the "European Doctorate" label.

§2. The faculty is responsible for checking that the conditions have been met and, if the public defence is successful, for delivering to the doctoral candidate a certificate confirming that they have been awarded the "European Doctorate" label.

§3. No additional registration procedures are required to obtain the label.

Section VIII - Official recognition of PhD acquired abroad

Art. 34.

§1. Within the French Community of Belgium, the ULB is authorised to provide official recognition of PhD degrees obtained abroad.

§2. To request official recognition of a PhD degree, an official recognition form must be submitted to the Registration Department (available from said department), as well as all necessary supporting documents.

§3. The Registration Department then sends the file to the Doctoral Commission in the faculty entitled to issue a PhD degree in the corresponding field. The Faculty Doctoral Commission takes a decision and either provides its reasons for refusal or issues an official recognition document. The Commission sends its decision to the Registration Department, which then records it and informs the applicant.

Section VIIIa – Appeal

Art. 34a

The doctoral candidate or applicant may appeal against any decision made by the Faculty Doctoral Commission to the Faculty Jury.

The candidate may invoke reasons of legality and expediency to support their appeal.

To be admissible, the appeal must be submitted within fifteen days of the notification of the Faculty Doctoral Commission's decision or within fifteen days of being made aware of the decision, whichever is earlier.

Appendix 1.
Enrolment fees for
doctoral research training and PhD programmes (2014-2015)

- Full enrolment fees: 835€
- Registration and administrative fees: 32€
- Additional fees: €0

The enrolment fees may be revised every year. The updated amount is indicated each year in the "General study regulations" available on the ULB webpage devoted to the PhD: http://www.ulb.ac.be/phd.

Appendix 2
Indicative list of activities and credits that may be validated as doctoral research training

Successful intermediate evaluation, including preparatory work: 20 credits

Transferable skills training: 1-5 credits per module

Modules[7]:

- Communication
- Languages
- Research (generic skills)
- Management
- Teacher training and Instructional design
- Career development

Scientific courses or meetings (attendance only): 1-5 credits per activity

- MA modules, not included in the 300 credits taken into account when they were admitted to the doctoral programme.
- Seminars within the research unit
- Summer school
- PhD Day, workshops
- Conferences and congresses

Scientific courses or meetings (oral presentation or poster): 5-10 credits per activity

- Seminars within research unit
- Summer school
- PhD Day, workshops
- Conferences and congresses

Publications (5-10 credits per activity)

- Scientific paper published in a journal, conference proceedings or collective volume, with peer review
- Scientific paper published in a journal, conference proceedings or collective volume, without peer review
- Article for general audience
- Reviews

Research stay abroad (5-10 credits per stay)

Contribution to teaching and research supervision: 1-10 credits per activity

- Master's thesis
- Tutorials and seminars
- Theoretical course

Technology and knowledge transfer (5-10 credits)

- Patent application

Professional experience related to the field of research (5-10 credits)

[7] The full list of training is available on the ULB website: http://www.ulb.ac.be/training_researchers.

Appendix 3

Template of the front cover of the PhD thesis

Two templates are available, depending on the type of thesis:

- Conventional PhD thesis (p. IV)
- Jointly supervised PhD thesis ("cotutelle") (p. V)

The templates are available for each Faculty, in French and in English, on the ULB webpage devoted to the PhD: http://www.ulb.be/phd.

Logo of the faculty

[Full title of the thesis]

[*optional* Subtitle of the thesis]

Thesis submitted by [Name SURNAME]
in fulfilment of the requirements of the PhD Degree in [field] ("Docteur en [field in French]")
Academic year 20[18]-20[19]

Supervisor: Professor [Name SURNAME]

(*optional*) Co-supervisor: Professor [Name SURNAME]

[*optional* name of the research unit]

(*optional*) Thesis jury:

Name SURNAME (Université libre de Bruxelles, Chair)
Name SURNAME ([University], Secretary)
Name SURNAME ([University])
Name SURNAME ([University])
Name SURNAME ([University])

Other logos

(*optional* eg.: mandatory funding acknowledgements)

Logo of the faculty

Logo of the partner university

[Full title of the thesis]

[*optional* Subtitle of the thesis]

Thesis submitted by [Name SURNAME]
in fulfilment of the requirements of the PhD Degree in [field] (ULB - "Docteur en [field in French]") and in [field] ([acronym of the partner university])
Academic year 20[18]-20[19]

Supervisors: Professor [Name SURNAME] (Université libre de Bruxelles)

[*optional* name of the research unit]

and Professor [Name SURNAME] (name of the partner university)

[*optional* name of the research unit]

(*optional*) Thesis jury:

Name SURNAME (Université libre de Bruxelles, Chair)
Name SURNAME ([University], Secretary)
Name SURNAME ([University])
Name SURNAME ([University])
Name SURNAME ([University])

Other logos

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