

## Doctoral Training Programme – Form for credit validation

Complete this form at the **end of your PhD process** in order to receive the Certificate of the Doctoral Training Programme ('Getuigschrift van de Doctoraatsopleiding') that is evidence of your completion of the Doctoral Training Programme (60 credits), or to obtain the Attestation of activities ('Attest van gevolgde activiteiten') when you have NOT completed the 60 credits of the Doctoral Training Programme.

The Vrije Universiteit Brussel will only deliver 1 Certificate or Attestation per PhD student.

**You can only apply** (using this form) to obtain this Certificate or Attestation **ONCE**. When your enrolment as a PhD student ends, you still have 3 months to submit your application (15<sup>th</sup> of December).

If you want to obtain the Certificate, you can only apply after your public defence.

Please **make sure this application is complete**. Especially when you wish to obtain the Certificate of the Doctoral Training Programme ('Getuigschrift van de Doctoraatsopleiding') you are strongly advised to add **all** relevant activities, and if possible, include activities for **more** than 60 credits.

For some types of activities, we will ask you to **propose a number of credits** yourself. These suggestions need to be based on the fair and honest use of the tables in appendix, and always supported by evidence (if possible). All credits suggested by you will be checked and might be altered by your Doctoral School Director.

Do not forget to add the **necessary proof**. Printed documents proving your activities need to be added in appendix, and numbered in order to facilitate processing your file. Always add the number of the proof document in the main application table, next to the relevant activity.

Activities that lack evidence, or whose descriptions are incomplete, will be ignored.

### Important:

- Dutch or English can be used to fill out this form.
- Please attach printed versions of all necessary documents that deliver **proof** of participation and/or validation and number them! Do not send us these documents by e-mail. In case the documents are not in Dutch, English, French or German, please add a Dutch or English summary.
- If you are referring to the participation in events, please mention the date or period of your **actual** participation to the event, and not the official duration of the event.
- Credits for the regular course units are only **granted** after having successfully passed the course (exam or assignment)
- In many cases the credits have already been fixed beforehand, or are included on the documents that you will need to add as proof. Here you simply copy the credits on this form. If you have no evidence to substantiate your claims, you are invited to make a suggestion, but please keep these proposals reasonable, approx. 1 credit/24hrs of investment (preparation, attendance, etc...). Especially the credits for the *Research Activities* need to be proposed by you (the PhD student). Your proposal will have to be approved by your Doctoral School Director after you have submitted your application, and may be altered by her/him.
- If you want to apply for the Certificate of the Doctoral Training Programme, it is advised to submit all your (relevant) activities and not to make a selection. The more (relevant) activities you submit, the more likely it will be that you will reach the required minima and will obtain the Certificate of the Doctoral Training Programme ('Getuigschrift van de Doctoraatsopleiding') that is evidence of your completion of the Doctoral Training Programme (60 credits).
- In order to obtain the Certificate of the Doctoral Training Programme, you will have to obtain 60 credits. And you will have to take into account the minimum and maximum number of credits allowed per cluster. The main reason for this rule is to guarantee a variety of activities within the Doctoral Training Programme.
  1. Regular course units and specialised course units: minimum 9 and maximum 40 credits
  2. Doctoral Seminars: minimum 9 and maximum 25 credits
  3. Research Activities: minimum 9 and maximum 40 credits
  4. Successful defence: 3 credits
- The regulatory framework for this Doctoral Training Programme can be found in the "Reglement Doctoraatsopleiding" (in Dutch only) which can be downloaded here: <http://www.vub.ac.be/phd/documenten/reglementen/BesluitDoctoraatsopleidingVUB.pdf>

- **Personal Information**

Name:		Surname:	
PhD in which field:		Doctoral School:	
Supervisor (Promotor):		Faculty & Department:	
E-Mail:		Tel:	
Enrollment Number:		Year of your first enrolment as a PhD student:	

- **With this application I wish to obtain:**

(check 1 of the 2 boxes)

<p>The Certificate of the Doctoral Training Programme ('Getuigschrift van de Doctoraatsopleiding')</p> <p>This means that I have completed the Doctoral Training Programme with its minimum of 60 credits, taking into account all the minima and maxima of the four clusters.</p> <p>Please also fill out the summarizing table below.</p>	<input type="checkbox"/>
<p>The Attestation of activities ('Attest van gevolgde activiteiten') :</p> <p>This means that I have NOT completed the 60 credits of the Doctoral Training Programme, or that I have not met all the criteria concerning the minima and maxima of the four clusters.</p>	<input type="checkbox"/>

## Cluster 1: Regular Course Units: Minimum 9 credits

### 1.1. Course units of Bachelor's, Master's and Advanced Master's programmes of the Vrije Universiteit Brussel or of the Ghent University or other institutions

Please specify title, course code (if applicable), coordinator (titularis), organising institution, date, credits and attach proof of validation after exam/assignment:

<i>Name or Title Activity/Course</i>	<i>Course code</i>	<i>Coordinator /Professor</i>	<i>Activity organised by (organising institution)</i>	<i>Date/period of participation</i>	<i>Obtained credits*</i>	<i>N° of proof document in appendix</i>

\* Credits for the regular course units are only granted after having successfully passed the course (exam or assignment)

\*\* In case you need more space to fill, extra tables are provided in Appendix E.

1.2. Specialised course units organised by a Doctoral School of the VUB or Ghent University; AND

1.3. Specialised course units organised by other universities (Belgian or foreign) or by institution for lifelong learning

Please specify title, course code (if applicable), coordinator (titularis), organising institution, date, credits and attach proof of validation after exam/assignment:

<i>Name or Title Activity/Course</i>	<i>Course code</i>	<i>Coordinator /Professor</i>	<i>Activity organised by (organising institution)</i>	<i>Date/period of participation</i>	<i>Obtained credits*</i>	<i>N° of proof document in appendix</i>

\* Credits for the regular course units are only granted after having successfully passed the course (exam or assignment)

\*\* In case you need more space to fill, extra tables are provided in Appendix E.

## Cluster 2: Doctoral Seminars: minimum 9 credits

2.1 Activities (Doctoral Seminars and/or Workshops) organised explicitly for doctoral students by the Doctoral Schools, the Central PhD Office and/or other organisers. (With the exception of the doctoral seminars explicitly mentioned in the cluster 3 table.)

Please specify title, coordinator (titularis), organising institution, date, credits and attach proof of validation after exam/assignment:

<i>Name or Title Activity</i>	<i>Coordinator /Professor</i>	<i>Activity organised by (organising institution)</i>	<i>Date/period of participation</i>	<i>Proposed or obtained credits*</i>	<i>N° of proof document in appendix</i>

\* In many cases the credits have already been fixed beforehand, or are included on the documents that you will need to add as proof. If you have no evidence to substantiate your claims, you are invited to make a suggestion, but please keep these proposals reasonable, approx. 1 credit/24hrs of investment (preparation, attendance, etc...). Especially the number of credits for the *Research Activities* need to be proposed by you (the PhD student). Your proposal will have to be approved by your Doctoral School Director after you have submitted your application, and may be altered by them.

\* Credits for the regular course units are only granted after having successfully passed the course (exam or assignment)

### Cluster 3: Research Activities: minimum 9 credits

**Important!**

Please take into account the different divisions in subcategories per Doctoral School. The credit table of each Doctoral School for the Research Activities component is attached to this form. Please make sure to use the cluster 3 credit table of your Doctoral School (see appendix A, B or C)

Please specify title, coordinator (titularis), organising institution, date, credits, cluster 3 table code, and attach proof of validation after exam/assignment:

<i>Name or Title Activity</i>	<i>Coordinator /Professor</i>	<i>Activity organised by (organising institution)</i>	<i>Date/period of participation</i>	<i>Proposed credits*</i>	<i>N° of proof document in appendix</i>	<i>Cluster 3 table code</i>

\* The number of credits for the *Doctoral Seminars* and the *Research Activities* need to be proposed by you (the PhD student). Your proposal will have to be approved by your Doctoral School Director after you have submitted your application, and may be altered by them. In many cases the credits have been already been fixed beforehand, or are included on the documents that you will need to add as proof. If you have no evidence to substantiate your claims, you are invited to make a suggestion, but please keep these proposals reasonable, approx. 1 credit/24hrs of investment (preparation, attendance, etc...)

**Cluster 4: Defence of the Doctoral Dissertation: 3 credits**

Date of private defence:  Date of public defence:	3 credits
---	-----------

**Summarizing table (only in case you wish to obtain the Certificate of the Doctoral Training Programme)**

	<b>Total number of requested credits</b>	<b>Minimum</b>	<b>Maximum(*)</b>
Cluster 1: Regular Course Units		<b>9</b>	<b>40</b>
Cluster 2: Doctoral Seminars		9	25
Cluster 3: Research Activities		9	40(**)
Cluster 4: Defence of the Doctoral Dissertation		3	3
<b>Total</b>		<b>60</b>	<b>60</b>

\* Please keep in mind that you are invited to apply for more credits to make sure that you meet all the minima (including the total of 60 credits), but also make sure that you have enough credits in all categories to meet the 60 credits limit taking the cluster maxima into account

\*\* Please also remember that the Cluster 3 Table has more detailed maxima

Date:

Signature PhD student:

Name and Signature Promoter for approval:

APPENDIX A: Cluster 3 table – Doctoral School of Human Sciences

Cluster 3 table code	Type of activity	Rednet category	Credits per activity	Maximum
1	(co-) author of a scientific monograph	A	5	25
2	scientific editor of scientific monographs / anthologies and journals	H	3	
3	articles in scientific journals with an international referee system	C	5	
4	articles / contributions in scientific monographs / anthologies with an international referee system	B	4	
5	articles / contributions in scientific monographs / anthologies with a national referee system	D	3	
6	articles in scientific journals with a national referee system	E	3	
7	articles / contributions in scientific monographs / anthologies without referee system	F	1	
8	articles in scientific journals without referee system	G	1	
9	communications at international congresses / symposia integrally published in proceedings	I1	3	15
10	communications at international congresses / symposia not published or only available as an abstract	I2	2	
11	communications at other congresses integrally published in proceedings	J1	2	
12	communications at other congresses not published or only available as an abstract	J2	1	
13	reports	M, N & L	1	5
14	vulgarizing publications aimed at a wide audience	U	1	5
15	presentation of PhD at (internal or external) PhD workshop	-	1	3
16	participation in series of internal PhD workshops	-	1/semester	
17	international mobility: Stay of minimally one week at a foreign university, library, archive or labo, for an apprenticeship or research	-	1/week	10
18	structural involvement in teaching to BA or MA students	-	1/ECTS of course	9
19	(assisting in) supervising a final paper on MA level	-	1	5
20	(assisting in) supervising a final paper on BA level	-	1	3

Note: for publications the Rednet categorisation is used

**APPENDIX B: Cluster 3 table – Doctoral School of Natural Sciences and (Bioscience) Engineering**

Publications and reports			
International journals with peer-review		8	
Chapter in book (min. 10 pages)		8	
Proceedings of conferences		2	
Succesfull proposal for funding agencies	Oral exam (ex: IWT)	5	
	Written proposal	3	

Presentations			
International conferences	Participation	1	
	Oral presentation + abstract	3	

Other activities			
Postgraduate activities	per day	1	max: 5
Prize		2	
Student supervision (practicals)		1	max: 1 per semester
Student supervision (research)	per student	3	
Internship in other laboratories	per week	2	max: 9

**When applicable the following RedNet codes should be mentioned in the activity reports**

**RedNet Codes for publications and reports**

- 1 A (co-) author of a scientific monograph (minimum 10 pages)
- 2 B scientific editor of scientific monographs / anthologies and journals
- 3 C articles in scientific journals with an international referee system
- 4 D articles / contributions in scientific monographs / anthologies with an international referee system
- 5 E articles / contributions in scientific monographs / anthologies with a national referee system
- 6 F articles in scientific journals with a national referee system
- 7 G articles / contributions in scientific monographs / anthologies without referee system
- 8 H articles in scientific journals without referee system
- 9 U vulgarizing publications aimed at a wide audience

**RedNet Codes for presentations**

- I1 communications at international congresses / symposia integrally published in proceedings
- I2 communications at international congresses / symposia not published or only available as an abstract
- J1 communications at other congresses integrally published in proceedings
- J2 communications at other congresses not published or only available as an abstract
- M or N Reports of research projects submitted to the subsidizing organization after conclusion of the activities

APPENDIX C: Cluster 3 table – Doctoral School of Life Sciences and Medicine

	Credits	Max credits	Total	RedNet enclos#
--	---------	-------------	-------	----------------

RESEARCH ACTIVITIES  9-40 credits	1	Research plan, at the start	With project summary	3			
	2	Data clubs	Internal presentation	1	2/yr		
	3	congress/symposium	Add attendance certificate	1/day	5/yr		
	4	FWO contact day	Add attendance certificate	1/day			
	5	Research training	In Belgium/abroad	2/week	10/60		
	6	Publication 1st author	International journal	5	25/60		
	7		Non-international journal	3	9/60		
	8		Book chapter	3			
	9	Publication co-author	International journal	3			
	10		Non-international journal	1			
	11	Oral presentation at	International congress	3+abstr	10/60		
	12		Non-international congress	2+abstr			
	13	Poster 1st author at	International congress	2+abstr			
	14		Non-international congress	1+abstr			
	15	Poster Co-author at	(inter)national congress	1+abstr			
	16	Training master students	In own research project	3/stud	9/60		
	17	Research grant/ext funding	Successful application/continuation	5	5/60		
	18	Scientific award	Decision of DS-LSM	min 2	9/60		
	19	Education task(s)	Decision of DS-LSM		4/60		
	20	Annual report	With Progress & problems	1			

**APPENDIX D: general Doctoral Training Programme credit table**

**Credits Doctoral Training Programme**

Training Programme	Minimum credits	Maximum credit
<p>1. Regular course units from:</p> <p>1.1. Bachelor's, Master's and Advanced Master's programmes of the Vrije Universiteit Brussel or of the Ghent University (free of charge, but exceptions apply for courses incurring increased tuition fees) or other institutions</p> <p>1.2. Specialised course units organised or recognized by one or more Doctoral Schools of the VUB or Ghent University</p> <p>1.3. Specialised course units organised by other universities (Belgian or foreign) or by institution for lifelong learning</p>	9	40
<p>2. Doctoral Seminars (specialised knowledge or generic skills)</p>	9	25
<p>3. Research Activities *</p>	9	40
<p>4. The defence of the doctoral dissertation</p>	3	3

\* Component 3 (Research Activities) will be divided in several subcategories per Doctoral School.





