



<b>PREAMBLE</b> .....	<b>3</b>
<b>SECTION 1: DESCRIPTION AND TASK</b> .....	<b>3</b>
ARTICLE 1. DOCTORAL SCHOOL.....	3
ARTICLE 2. THE TASK OF THE DOCTORAL SCHOOL .....	3
ARTICLE 3. OPERATIONAL TASKS OF THE DOCTORAL SCHOOL.....	3
<b>SECTION 2: BODIES AND CONSULTATION PROCEDURE</b> .....	<b>4</b>
ARTICLE 4. THE DIRECTOR OF A DOCTORAL SCHOOL .....	4
ARTICLE 5. DESCRIPTION OF TASKS .....	4
ARTICLE 6. THE DOCTORAL SCHOOL COUNCIL.....	4
ARTICLE 7. THE STEERING GROUP .....	5
<b>SECTION 3: COMMON STUDY PROGRAMME AND MODALITIES</b> .....	<b>5</b>
ARTICLE 8. ASSIGNMENT TO A DOCTORAL SCHOOL.....	5
ARTICLE 9. TEACHING AND WORKING LANGUAGE .....	5
ARTICLE 10. DOCTORAL TRAINING PROGRAMME .....	6
ARTICLE 11. ENROLMENT IN THE PROGRAMME ELEMENTS.....	6
ARTICLE 12. ASSESSMENT OF PROGRAMME ELEMENTS .....	6
<b>SECTION 4: SPECIFIC PROVISIONS IN THE STUDY PROGRAMME</b> .....	<b>6</b>
ARTICLE 13. APPLICABILITY .....	7
ARTICLE 14. THE COMPULSORY PARTS OF THE DOCTORAL PROGRAMME.....	7
ARTICLE 15. THE PHD INTRODUCTION PACKAGE .....	7
ARTICLE 16. COMPONENTS OF THE DOCTORAL PROGRAMME .....	7
ARTICLE 17. PROCEDURE FOR OBTAINING EXEMPTION FROM THE COMPULSORY DOCTORAL PROGRAMME .....	8
ARTICLE 18. CERTIFICATE FOR THE COMPULSORY DOCTORAL PROGRAMME .....	9
<b>SECTION 5: APPEAL OPTIONS NON-REGULAR PROGRAMME ELEMENTS</b> .....	<b>9</b>
ARTICLE 19. APPLICABILITY .....	9
ARTICLE 20. THE APPEAL AGAINST MATERIAL DECISIONS.....	9
ARTICLE 21. DECISIONS AGAINST WHICH APPEALS MAY BE LODGED.....	9
ARTICLE 22. THE COMPOSITION OF THE INTERNAL APPEAL BODY .....	10
ARTICLE 23. THE INTERNAL APPEAL PROCEDURE, WITH THE EXCEPTION OF THE DECISION ABOUT REASONABLE AMENDMENT	10
ARTICLE 24. THE INTERNAL APPEALS PROCEDURE REGARDING A DECISION TO REFUSE REASONABLE MODIFICATIONS .....	11
<b>SECTION 6: FINAL PROVISIONS</b> .....	<b>11</b>

<b>ARTICLE 25. TRANSITIONAL ARRANGEMENT .....</b>	<b>11</b>
<b>ARTICLE 26. ENTRY INTO FORCE.....</b>	<b>11</b>
<b><u>APPENDIX 1: SPECIFIC PROVISIONS IN THE STUDY PROGRAMME .....</u></b>	<b><u>12</u></b>
<b><u>APPENDIX 2: STRUCTURE OF THE NON-COMPULSORY DOCTORAL PROGRAMME.....</u></b>	<b><u>13</u></b>
<b><u>APPENDIX 3: STRUCTURE OF THE COMPULSORY DOCTORAL PROGRAMME .....</u></b>	<b><u>15</u></b>

## **PREAMBLE**

1. These regulations are in line with the Central Regulations for the Conferral of the Academic Title of Doctor of the Vrije Universiteit Brussel.
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 Vrije Universiteit Brussel in the training of young researchers.

There are three Doctoral Schools at the Vrije Universiteit Brussel. 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 Vrije Universiteit Brussel 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 Council**

The Doctoral School Council is an internal consultative body in which the interested parties are represented: the faculties concerned, the professors, assistants, postdoc 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:

- a) the Director of the Doctoral School (observer member)
- b) the dean or their representative (ZAP) from each of the faculties involved (voting member)
- c) a postdoc representative (voting member)
- d) two members of the Other Academic Staff (OAP) predoctoral representatives (voting members)
- e) 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 7. 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 Vrije Universiteit Brussel. 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 15 February, 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
- i) a representative of the doctoral candidates

This minimum composition can be supplemented with advisory members.

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

### **Article 8. 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 Vrije Universiteit Brussel 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 9. Teaching and working language**

In principle, the teaching and working language for education and other activities in the Vrije Universiteit Brussel 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 candidates 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 10. Doctoral training programme**

The structure of the doctoral training programme is approved by the Academic Council. The concrete details of the range on offer (study programme components, doctoral seminars and other activities) will be filled in by the Doctoral Schools and can be added to by the faculty (for example, when a shortcoming is noted before the doctorate begins, certain specialist courses may be made compulsory).

§ 2. Every PhD candidate is entitled to take at least 30 European Credit Transfer and Accumulation System (hereafter '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 candidates 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 11. 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 12. 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. For research-related activities (see 'research output' quadrant and 'domain-specific skills'), active participation is a precondition for the awarding 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.

## **SECTION 4: SPECIFIC PROVISIONS IN THE STUDY PROGRAMME**

### **Article 13. Applicability**

This chapter applies fully to doctoral candidates who started from academic year 2021 – 2022. Doctoral candidates who started before academic year 2021 – 2022 will learn in Appendix 1 which specific provisions, adapted or not, apply to them.

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

§1. The compulsory parts of the doctoral programme consist of:

- The PhD introduction package, compulsory for everyone, referred to in Article 15
- The components to be followed flexibly, in part, as described in Article 16. Doctoral candidates should gain a total of at least 30 ECTS credits in order to complete their doctoral programme.

§2. The supplementary faculty doctorate regulations may make parts of the Doctoral Programme still to be added or later specified compulsory for certain candidates, groups of candidates 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.

### **Article 15. The PhD introduction package**

§1. Every doctoral candidate is obliged to complete the [PhD Introduction package](#) before they may submit their doctoral thesis in order to be admitted to the doctoral exam (the defence of the doctoral thesis). This package, put together by the RTDO and the Doctoral Schools, consists of at least an introduction to how the doctoral programme operates at the Vrije Universiteit Brussel and of some important scientific good practices.

Justified exceptions may be permitted and should be approved by the Chair of the Doctorate Monitoring Committee on the advice of the director of the Doctoral School.

§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. If the PhD Introduction package was not attended, a valid and justifiable reason must be indicated in the follow-up report.

### **Article 16. Components of the Doctoral Programme**

§1. Every doctoral candidate is obliged to successfully complete the doctoral programme with at least 30 ECTS credits and must be able to demonstrate this before being allowed to submit their doctoral thesis in order to be admitted to the doctoral exam.

In certain cases, it is possible to obtain exemption for those components of the compulsory doctoral programme that can be filled in flexibly in part. Such cases and the procedure for obtaining exemption are described in more detail in Article 17.

§2. The compulsory doctoral programme consists of successfully completing programme elements or components from each of the four quadrants into which the programme package is divided, with the content as described below and as presented schematically in Appendix II. Of the 30 ECTS credits, at least 5 ECTS credits should be obtained per quadrant. The list below for each quadrant is not intended to be exhaustive.

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 projects;

c. *Education tasks and Societal 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. Societal outreach covers both scientific communication (writing a popularising article, taking part in the VUB Doctoral Derby 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 includes following all the training opportunities offered that are useful for both an academic and a non-academic career (presentation skills, learning to conduct meetings, time management, leadership skills etc.), programmes to prepare for the career after obtaining a PhD, and joining the boards of non-academic committees, organising research-related events or taking an active part in work groups, committees etc.

§3. In addition to the four quadrants, there is also the *wild card*. The wild card goes beyond the quadrants, since it involves activities that fit in more than one quadrant at the same time. It concerns activities that focus on international, cross-sector and/or interdisciplinary collaboration/mobility. The wild card can be used to supplement one or more quadrants but it cannot fully replace them. A wild card can only be used for a maximum of 4 ECTS credits.

### **Article 17. Procedure for obtaining exemption from the compulsory Doctoral Programme**

§1. In specific cases, doctoral candidates may be exempted from the components that can be filled in and followed flexibly:

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

§2. This exemption does not apply to following the PhD Introduction package, compulsory for everyone. The introduction is intended to familiarise the doctoral candidate with both the structure of the doctoral process and the support available, and the VUB guidelines for good research practices.



§3. Anyone wishing to request exemption should fill in the appropriate form and have it signed by the supervisor on enrolment in the doctorate or on submission of the progress report. RTDO will decide on such requests for exemption.

§4. Exemptions other than the one described in §1 are not, by definition, excluded but can only be requested in exceptional circumstances. The Doctoral Schools Steering Group will decide on the whether or not to grant them.

#### **Article 18. Certificate for the compulsory Doctoral Programme**

§1. The compulsory Vrije Universiteit Brussel Doctoral Programme is endorsed with a certificate signed by the Rector.

§2. Only those who have successfully completed the entire compulsory Vrije Universiteit Brussel Doctoral Programme as described in Article 17 will receive the corresponding certificate. After a successful defence, the doctoral candidate will receive the certificate through the faculty or, in the event of the doctoral candidate leaving the university without a doctoral degree, through RTDO.

§3. The certificate states that the doctoral candidate has successfully completed the Vrije Universiteit Brussel Doctoral Programme.

### **SECTION 5: APPEAL OPTIONS NON-REGULAR PROGRAMME ELEMENTS**

#### **Article 19. 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 20. 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 will be adequately documented within the Steering Group.

§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 Steering Group.

#### **Article 21. Decisions against which appeals may be lodged**

An internal and external appeal can be lodged as described in Article 12, Article 14 §1, Article 17 and Article 18. External appeals are only possible when all available internal appeal options have been exhausted.

## **Article 22. The composition of the Internal Appeal Body**

§1. The Steering Group is authorised, as a professional body, to examine all internal appeals lodged against decisions mentioned in Article 12, Article 14 §1, Article 17 and Article 18.

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

## **Article 23. The internal appeal procedure, with the exception of the decision about reasonable amendment**

§1. The doctoral candidate, or the person the decision applies to may lodge an appeal against any decision they believe to be have been adapted through an infringement of the law, with the office of the Vice Rector of Research, as described in Article 12, Article 14 §1, Article 17 and Article 18. 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 candidate progress decision - the day after the PhD candidate 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 candidate fails to do this, the 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 e-mail to [rtdo@vub.be](mailto:rtdo@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 the 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 24. 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 candidate has the right to be heard in this. An Ombudsperson 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 candidate 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 6: FINAL PROVISIONS**

#### **Article 25. 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 26. Entry into force**

These regulations will enter into force following approval by the Academic Council and will replace the Vrije Universiteit Brussel Doctoral Schools Regulations approved on 21 October 2019 and the Resolution regarding the setting up of the doctorate programme, Free University Brussels, approved by the Executive Board on 11 December 2007.

## **APPENDIX 1: SPECIFIC PROVISIONS IN THE STUDY PROGRAMME**

This appendix accompanies CHAPTER 4: specific provisions in the Doctoral Schools study programme regulations (hereafter 'regulations'). In this appendix doctoral candidates can find *which specific provisions* are *either adapted or not applicable* to them for each area of application, as a transitional measure. Articles (and parts of articles) not mentioned here remain applicable to the doctoral candidate.

### **1. Doctoral candidates enrolled for the first time in academic year 2020-2021 or 2019-2020**

§1. Doctoral candidates should gain a minimum of 30 ECTS credits in order to complete their doctoral programme and be admitted to the doctoral exam. The compulsory parts of the doctoral programme consist of:

- a. The PhD introductory days, compulsory for everyone
- b. The components that can be followed flexibly in part, as described in Article 17.

To request exemptions (Article 16) and for exceptions (Article 18), please consult the regulations. Important: in Articles 16 and 18 of the regulations, 'PhD Introduction package' should be read as 'PhD Introductory days'.

### **2. Doctoral candidates enrolled for the first time in academic year 2018-2019 or 2017-2018**

§1. The only compulsory component of the doctoral programme consists of the PhD introductory days as described in 1) §1 above. Except for the PhD introductory days, which are compulsory for everyone, the doctoral programme offers an optional, flexible programme package.

§2. The doctoral candidate is not obliged to earn a minimum of 30 ECTS credits in order to be admitted to the doctoral exam. However, they do have the right to follow at least 30 ECTS credits from the selection.

§3. A fully detailed overview of all activities followed and approved can be consulted in the PhD PORTFOLIO. The doctoral candidate can also download and print an officially signed overview in PDF format before submitting the doctoral thesis. Anyone who did not complete the full Vrije Universiteit Brussel Doctoral Programme can therefore still request this overview, which contains the study programme components taken and workshops or activities participated in, through the PhD Portfolio. Doctoral candidates who earn a minimum of 30 ECTS credits are entitled to a certificate as described in Article 19. In Article 19, 'compulsory doctoral programme' should be read as 'non-compulsory doctoral programme'.

### **3. Doctoral candidates enrolled for the first time before academic year 2017-2018**

§1. The doctoral programme contains no compulsory components. The doctoral candidate is therefore not obliged to earn a minimum of 30 ECTS credits or to follow the PhD introductory package or introductory days in order to be admitted to the doctoral exam. However, they do have the right to follow at least 30 ECTS credits from the selection.

§2. A fully detailed overview of all activities followed and approved can be consulted in the PhD PORTFOLIO. The doctoral candidate can also download and print an officially signed overview in PDF format before submitting the doctoral thesis. Anyone who did not complete the full Vrije Universiteit Brussel Doctoral Programme can therefore still request this overview, which contains the study programme components taken and workshops or activities participated in, through the PhD Portfolio. Doctoral candidates who earn a minimum of 30 ECTS credits are entitled to a certificate as described in Article 19. In Article 19, 'compulsory doctoral programme' should be read as 'non-compulsory doctoral programme'.

**APPENDIX 2: 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 Vrije Universiteit Brussel 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 Vrije Universiteit Brussel 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 (Flemish) university</p>	<p>a minimum of 30</p>	
2. Scientific publications		
3. Presentations for a scientific audience		
4. Public Engagement & 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.

<sup>3</sup> Doctoral candidates 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 3: 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 & Trainings	ECTS
<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 book/anthologies/journals <b>without peer-review</b>	1
	<b>scientific editor</b> of book/anthologies/journals	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. scoring papers and supervising internships)	4
	<b>supervising</b> thesis on BA/MA/MaNaMa level	3
<b>SOCIETAL OUTREACH (public engagement)</b>		
PURE	vulgarizing publications aimed at a non-academic audience	3
	<b>public</b> lecture/debate /seminar for a non-academic audience	2
	<b>media</b> participation	1
	work on <b>advisory</b> panels for social community and cultural engagement; industry or government or non-government organisation	1

	<b>schools' engagement</b>	1
	organising a <b>Festival/Exhibition</b>	3

### DOMAIN SPECIFIC SKILLS

#### TRAINING

PhD Portfolio	Following <b>regular</b> courses (on bachelor, master or manama level)	*
	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	*

#### KNOWLEDGE AND INNOVATION

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

### TRANSFERABLE SKILLS

#### TRAINING

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	*

#### ACTIVITIES

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

### OVERARCHING WILDCARD

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

*Legend:*

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

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

