General Regulations–Arenberg Doctoral School  
Science, Engineering and Technology Group, KU Leuven  
Approved by the Executive Committee 11 September 2013

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Preliminary remarks

In these regulations the following abbreviations are used:
AC: Admissions Committee
ADS: Arenberg Doctoral School of Science, Engineering & Technology
BADS: Bureau Arenberg Doctoral School
EC: Examination Committee
FDC: Faculty Doctoral Committee
Kulloc: “KU Leuven on location” (the campuses on which KU Leuven offers educational programmes which used to be part of a university college)
SC: Supervisory Committee
SET: the Science, Engineering & Technology Group
TS: Teaching Staff
UDR: University PhD regulations (only available in Dutch; https://admin.kuleuven.be/rd/intranet/regl_doctoraat.html)

All communication that is mentioned in these regulations is to be done in writing (preferably by email). The various committees mentioned in these regulations take their decisions in collegiality. If no decision can be reached, the case will be passed on to the hierarchically superior committee. For the AC and SC this is the FDC; for the FDC this is the Executive Committee of SET.

Article 1. Definition

The General Regulations¹ of ADS describe the procedures governing the doctoral programme in SET (in Science, Engineering Science, Bioscience Engineering, Engineering Technology and Architecture) of the KU Leuven. The specificity of the doctoral programmes related to the different faculties is described in these documents². The responsibilities and activities of ADS and its various organisational bodies are described in this document³.

Article 2. Admission

ADS grants admission to the doctoral programme on the recommendation of the Doctoral Committees of the Faculty of Science, Engineering Science, Bioscience Engineering, Engineering Technology and Architecture. The status that is granted can be regular, provisional or pre-doctoral. The status is determined on the basis of the applicant’s individual file, which is evaluated by the relevant doctoral committee.

§1. Regular status
ADS grants admission to the doctoral programme with regular status when satisfactory evidence is provided showing that the applicant will be able to complete the doctoral programme successfully without a need for complementary academic training prior to the start of the PhD programme. In its evaluation ADS uses the criteria mentioned in the UDR. The PhD applicant:

1. Either holds a master’s degree that is relevant with respect to the PhD degree that is envisaged (or an equivalent degree of higher education) and has distinguished himself/herself, either during his/her academic training or in his/her professional life, through high-quality scientific publications or design-based achievements;
2. Or has passed the pre-doctoral examination (Cf. §3).

A candidate may also demonstrate his/her ability using additional information (test results, experience, professional qualifications, etc.). The FDC can, when it sees this fit, require an additional admission examination in the form of a presentation or interview.

¹ In accordance with the “Universitair reglement inzake predoctorale periode en predoctorale proef; het doctoraatsonderzoek en het doctoraatsopleiding en de doctoral school”: https://admin.kuleuven.be/rd/intranet/regl_doctoraat.html/ (only available in Dutch).
§2. Provisional status
ADS grants admission to the doctoral programme with provisional status when the applicant meets all formal requirements, but the FDC considers complementary work as part of the programme necessary for a successful completion of the PhD programme. Provisional status can also be granted to an applicant with a relevant bachelor’s degree (minimum 240 ECTS).

If the provisional status is granted, a Supervisory Committee (SC) will be appointed (Cf. Art.6). On recommendation of the SC, the FDC decides on the content of the complementary programme. The complementary programme consists of formal course work (max. 18 ECTS) and a research assignment (maximum 12 ECTS). The duration of the provisional status should not exceed 12 months, starting from the day of enrolment as a PhD student at the KU Leuven.

After the SC has received the evaluation results of the complementary coursework and the PhD student has orally presented the results of the research assignment to the SC, the SC makes a recommendation to the FDC about lifting the provisional status. Based on this recommendation the FDC decides between the following options:
1. The PhD student is granted the regular status (the provisional status is lifted).
2. The PhD student is not granted the regular status, but is given the opportunity to retake those elements (course work, research assignment) of his/her provisional programme that were deemed unsatisfactory. These re-examinations need to be taken within 12 months of the start of the doctoral programme. After these examinations, the PhD researcher will be re-evaluated by the SC.
3. The doctoral programme is terminated immediately when the results of the provisional examinations are unsatisfactory to such an extent that the FDC judges the candidate to have insufficient qualities to successfully complete a PhD. The PhD researcher may appeal this decision, according to the procedure described in Art. 12 §3 c.

§3. Pre-doctoral status
ADS grants admission to the doctoral programme with pre-doctoral status when the FDC considers the evidence of the relevant educational and professional qualifications and/or professional knowledge of the candidate to be insufficient and it deems obtaining additional training necessary before the doctoral programme can be started.

If pre-doctoral status is granted, the FDC appoints an Admissions Committee (AC), consisting of the supervisor, the co-supervisor(s) and minimum 2 additional members. If it concerns a pre-doctoral training in science, engineering science or bioscience engineering, the additional members are senior academic staff members of SET. If it concerns a predoctoral training in architecture or Engineering Technology, at least one of the additional member belongs to the teaching staff (TS) of its relevant faculty and the other additional members may belong to the senior academic staff or the TS of other faculties of the KU Leuven Association.

The FDC decides, based on the recommendation of the AC, on the content of the pre-doctoral training programme. The pre-doctoral programme consists of formal course work (between 12 and 48 ECTS) and a research assignment (between 3 and 12 ECTS).

After the AC has received the evaluation results of the course work and the applicant has orally presented the results of the research assignment to the AC, the AC makes a recommendation to the FDC. Based on this recommendation the FDC decides between the following three options:
1. The applicant is granted the regular status.
2. The applicant is not granted the regular status but is given the opportunity to retake examinations for those elements of the pre-doctoral programme that were deemed unsatisfactory. After these re-examinations, the application is re-evaluated and a new recommendation is made to the FDC. It should be kept in mind that the total length of the pre-doctoral period is limited to 12 months (for EER students) or 24 months (for non-EER students).
3. The pre-doctoral status of the applicant is terminated immediately because the result of the pre-doctoral examinations are unsatisfactory to such an extent that the FDC judges the candidate to have insufficient scientific qualities to successfully complete a PhD. The candidate may appeal this decision, according to the procedure described in Art. 12 §3 c.
Article 3. The PhD researcher

The general expectations towards a PhD researcher are:
1. The PhD researcher conducts original and independent scientific research under the supervision of a supervisor and one or more co-supervisors. In principle, research takes place at the KU Leuven. However, the major part of the research may be conducted outside of the KU Leuven subject to prior approval of the FDC;
2. The PhD researcher follows the doctoral training programme as described in these regulations (cf. Art.8 §1 and 2), unless complete or partial exemption has been granted by the FDC;
3. The PhD researcher produces and publicly defends a PhD thesis (cf. Art.8 §6);
4. The PhD researcher enrols as a PhD student at the KU Leuven every year for the duration of the programme;
5. The PhD researcher is responsible for the administrative follow-up of his/her file.

Article 4. The supervisor

§1. The supervisor is responsible for providing scientific guidance and for supervising the PhD researcher’s doctoral training. The supervisor should ensure smooth progression and timely completion of the PhD.

§2. The supervisor is a senior academic staff member of the KU Leuven, as specified in the UDR. The supervisor is in principal a member of the faculty whose FDC handles the PhD file: The Executive Committee of SET can allow exceptions to this.

§3. PhD supervision by Emeritus staff
Emeritus Professors may continue to supervise the PhD students who started their PhD research under their supervision before they were granted the emeritus status. “Special Emeritus Professors” (bijzondere emeriti) are allowed to supervise new PhD students. Within ADS the regulations concerning the supervision of PhD students by Emeritus professors as stated in the Emeritus Policy of KU Leuven apply.

§4. Supervisors who leave the KU Leuven may no longer act as the responsible contact person. In this case the FDC will make a proposal for change of supervisorship on recommendation of the SC and the PhD researcher.

§5. Changes with regard to (co-)supervisorship must be presented with motivation for approval to the FDC.

§6. To provide optimal supervision, the FDC can appoint co-supervisors.

Article 5: The co-supervisor

The following persons are eligible to act as co-supervisor:
1. Full-time and part-time members of the senior academic staff of the KU Leuven;
2. Members of the teaching staff attached to a Kulloc, who have obtained a PhD;
3. Professors from other Belgian and foreign universities, provided they are eligible to act as supervisors at their own university;
4. Postdoctoral researchers attached to KU Leuven Association;
5. Emeritus Professors;
6. Researchers, who do not meet the requirements above, but who have received prior permission by the FDC to hold the position of co-supervisor, based on evaluation of their scientific merits. This permission needs to be requested for each PhD.

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4 In this context the term ‘scientific research’ includes design-based research in architecture.
5 If it concerns a PhD in architecture, the term ‘PhD thesis’ includes: the manuscript, the portfolio and the proposal of presentation, as described in this document (http://set.kuleuven.be/phd/doc/architectuur.pdf).
6 https://www.kuleuven.be/personeel/intranet/einde_contract/emeritibeleid.html#bijzonder_emeritus
Article 6. The Supervisory Committee

§1. For each PhD researcher, the FDC appoints a Supervisory Committee (SC) within three months of the start of the doctoral programme, based on a proposal by the supervisors.

§2. The SC has the following responsibilities:
   1. Monitoring and evaluating the progress of the PhD and the doctoral research;
   2. Assessing the doctoral training programme and the doctoral project as described in Art. 8 §1-2;

The SC reports to the FDC.

§3. The SC consists of the supervisor, the co-supervisor(s) and at least two assessors. All individuals eligible to be supervisors or co-supervisors may serve as assessors. The FDC makes sure that the composition of the SC is sufficiently diverse: this implies that not all members can belong to the same research unit. For PhD’s in Engineering Technology at least one assessor will be active in a private or public economic sector for which the envisaged PhD research is relevant.

Article 7. The Examination Committee

§1. The supervisor advises the FDC about the composition of the Examination Committee (EC). The ADS submits this proposal to the rector for approval.

§2. The EC has the following responsibilities:
   1. Assessment of the PhD thesis as described in Art.8 §6;
   2. Assessment of the PhD thesis defence as described in Art.8 §6.

§3. The EC consists of the chair, the supervisor, the co-supervisor(s) and at least four additional members. Any individual having a curriculum vitae demonstrating the necessary expertise required to assess the doctoral thesis, may be appointed an additional member of the EC. The aim of having additional members in the examination committee is to submit the manuscript to a well-balanced assessment, involving examiners who were not involved in the doctoral research and who are not a member of the supervisor’s research group(s). Hence the following criteria are imposed:
   1. Every assessor is in principal member of the EC, unless he/she explicitly indicates to the FDC that he/she wishes not to be a member;
   2. At least one additional member must not belong to the KU Leuven Association;
   3. At least two additional members of the EC must not be members of the SC;
   4. At least two additional members must belong to the KU Leuven Association;
   5. At least half of the additional members must be professors (or equivalent) from Belgian or foreign universities or university colleges;
   6. Examination Committees assessing PhD theses in Engineering Technology or in architecture need to have a minimum of one member who is active in a private or public economic sector for which the envisaged PhD research is relevant.

Article 8. Progress of the PhD

§1. The doctoral training programme
The doctoral training programme starts when the PhD researcher is enrolled as a PhD student at the KU Leuven and consists of the completion of the components described below:

1. The PhD researcher is the main author of at least one international publication or has produced an equivalent international scientific output as the outcome of his/her PhD research. This output can be a peer-reviewed contribution, journal article, a contribution to an internationally oriented book, a full publication in peer-reviewed international conference proceedings, a patent, an original design, etc). The work is written in the language of the discipline, is aimed at an international readership and is an already published work or a work accepted for publication;
2. The PhD researcher has presented at least two research seminars at the KU Leuven or at a forum in which the KU Leuven participates, either on his/her own doctoral research or on a more general theme;
3. The PhD researcher has participated actively (oral presentation or poster presentation) in at least one international conference abroad;
4. The PhD researcher has contributed actively to education on bachelor or master level. This contribution may include thesis supervision, organisation of exercises or practical tests, leading exercise sessions, participating in teaching, science communication or other education-related activities;
5. The PhD researcher follows an equivalent of 6 ECTS of formal training activities to acquire additional knowledge and skills.

§2. The time trajectory of the PhD
The timeline described below applies to full-time PhD researchers, who are expected to complete the PhD within 4 years. In other cases, a solution must be found which, takes into account the principles underlying this timetable. The principles are summarized at the beginning of each milestone.

1. Research Proposal and Training Activities. It is important that from the start of the doctoral programme each PhD researcher (i) has adequate supervision and (ii) clearly knows what is expected of him/her. For this reason, the PhD researcher, in agreement with his/her supervisor, makes a proposal for composition of the SC and a first proposal of formal training activities to be followed and submits these to the FDC for approval within 3 months of the start of the doctoral programme. The proposal for training activities is but a blueprint and can be modified at any time during the course of the PhD. In total the training activities need to amount to an equivalent of 6 ECTS. This equivalent is estimated based on the real study load, taking into account 1 ECTS equals 25-30 hours. Participation in courses/activities not demanding any further processing and lacking formal evaluation, are counted 1/3 ECTS per full course day. The PhD researcher needs to follow a minimum of 1 generic skills course.

As a guideline it is proposed that a minimum of 2 ECTS of the doctoral training package is achieved through training in so-called transferable or generic skills.

2. First Oral Presentation. Within a reasonable time span after the start of the PhD, the PhD researcher should be evaluated to assure that he/she has the necessary scientific qualities and the research is progressing well. Within 9 months of the start of the doctoral programme, the PhD researcher therefore gives an oral presentation to the SC. Through this presentation and the following discussion, the SC verifies if the PhD research has started well and if the PhD researcher has made a sufficiently detailed and feasible time schedule for the rest of the PhD, so that it can indeed be expected that he/she will finish the PhD programme in a reasonable time frame. The presentation should include the following elements:
1. A report of activities already carried out (literature review, experiments, observations, project formulation, publications, …);
2. A detailed research plan of the PhD;
3. The contribution to bachelor and master education;
4. The doctoral training courses to be followed.

Based on these elements and a thorough discussion with the PhD researcher, the SC writes a short report, based on the quality and feasibility of the proposed research plan; the quality and quantity of the already performed research; the scientific qualities of the candidate; the contribution to bachelor and master education; and the formal training. The SC gives one of the following recommendations:

A. Approval. The doctoral programme can be continued.
B. Remediation. Because of a number of shortcomings a remediation is necessary. The justification and the necessary remedial activities are provided in the SC’s report. In consultation with the departmental representative in the FDC or his/her replacement, the FDC Chair can add 2 senior academic KU Leuven members to the SC for the follow-up of the remediation. Within 3 months, the PhD researcher must give a second presentation to the SC and the SC formulates a new recommendation to the FDC. This second recommendation is either to continue the PhD without further remediation or to terminate the doctoral programme.

Cf: ‘competentieprofiel van de doctorandus’: https://admin.kuleuven.be/personeel/competentieprofiel/
C. **Denial.** It is recommended to terminate the doctoral programme immediately because the SC evaluates the proposal as impossible to successfully complete. The SC provides a thorough motivation of this recommendation in its report. If the PhD researcher agrees with this decision in writing, the PhD is terminated immediately. If the PhD researcher does not agree with this decision, the procedure as described in art. 12 §3 will be followed.

3. **Written Progress Report.** According to the UDR the PhD researcher must submit progress reports every year. Within 21 months of the start of the doctoral programme, the PhD researcher submits a written report about the progress of the doctoral programme to the SC. This report includes the following elements:
   1. Current status of the research: results already obtained and planned activities;
   2. Publication of the research results or presentations on meetings/congresses;
   3. Current status of the contribution to bachelor and master education already followed and planned for the future;
   4. Current status of the doctoral training courses already followed and still to be followed;
   5. General time schedule.

The members of the SC approve or disapprove the report in writing. If the report is approved, no further steps need to be taken. If a member of the SC finds the report insufficient, he/she informs the supervisor and the chair of the FDC, in order to discuss a modified follow-up procedure.

4. **Second Oral Presentation.** During the final phase of the doctoral programme, it is important that the PhD researcher gets advice concerning the completion of the thesis and about how to spend the time remaining. Within 36 months of the start of the doctoral programme, the PhD researcher gives therefore a second oral presentation to his/her SC in which the emphasis lays on the performed research and the time schedule during the final phase of the doctoral programme. The SC advises the PhD researcher about the further completion of the doctoral programme within the foreseen timeframe.

If the PhD has not been completed after 5 years, there will be a yearly evaluation by the SC to verify if the PhD researcher has made sufficient progress.

§3. Extension of the employment contract or scholarship

With each request for extension of the employment contract or scholarship, the faculty administration will check if the doctoral researcher has completed the necessary steps foreseen in the time trajectory. If this is not the case, the request for extension will not be approved and the faculty administration will request the PhD researcher to complete the necessary steps as soon as possible.

§4. The completion of the doctoral training programme

PhD students are requested to log their doctoral training activities in an electronic doctoral training diary. The FDC is responsible for monitoring this diary and for issuing a doctoral programme certificate on completion of the doctoral training programme.

§5. The Final stage of the PhD

**Submission of the thesis**

The FDC appoints the EC a minimum of 2 weeks before submission of the thesis manuscript. In order to be admitted to the preliminary defence, the PhD researcher is required to meet the following conditions:

1. The thesis needs to be submitted to the members of the EC a minimum of 4 weeks before the expected date of the preliminary defence. The manuscript needs to meet the requirements described in Art.11;
2. The doctoral researcher needs to have completed the doctoral training. The FDC verifies this based on the electronic doctoral training diary.

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9 Cf. best practices with regard to the final stage of the PhD: http://set.kuleuven.be/phd/doc/bestpractices.pdf
10 The term ‘manuscript’ in this context also refers to creations if it concerns a PhD in architecture & arts.
The preliminary defence
The doctoral researcher sets the date of the preliminary defence in agreement with the EC. During the period from 11 July to 15 August and during Christmas break, no preliminary defence may take place. These periods are not taken into account for the minimum period of four weeks mentioned above. The course of the preliminary defence is described in this document\textsuperscript{11}.

The preliminary defence takes place in private. The PhD researcher is heard and questioned by the EC. The EC draws up a report of the preliminary defence, which is signed by the members present. If external members of the EC are unable to be present, they are obliged to send a report to the chair of the EC prior to the preliminary defence.

Following the preliminary defence, the EC applies one of the following options:
1. The thesis is approved, possibly subject to minor amendments: the PhD researcher receives permission to publish the PhD thesis and to publicly defend the thesis;
2. The thesis is conditionally approved: the PhD researcher revises it in accordance with the comments of the EC and resubmits the amended version to the EC for final approval. The EC confers orally or in writing and formulates a final decision regarding acceptance within a stipulated time frame.
3. The manuscript is not approved: the PhD researcher may submit a new thesis for assessment by the EC at a new preliminary defence in accordance with the above procedure. If the thesis still fails to meet the required standards after a second preliminary defence, it may be definitively rejected.

The public defence
The PhD researcher must submit the printed thesis to the faculty and to the members of the EC minimum 2 weeks before the public defence.
In a presentation of maximum 45 minutes, the PhD researcher summarises the key findings and conclusions of the PhD research. This will be followed by a discussion with the members of the EC, led by the chair of the EC. Finally, the audience is given an opportunity to make comments and ask questions. The public defence lasts no longer than 120 minutes.
Immediately following the public defence, the EC will decide whether or not to award the degree of PhD. A report will be drawn up and signed by all members of the EC present. Immediately after the deliberation, the result will be announced publicly.

Article 9. Joint and dual PhD
§1. If a PhD project is carried out in collaboration with another higher education institution having the right to award the degree of PhD, a joint PhD (i.e. one degree conferred on behalf of both institutions) or a dual PhD (i.e. two separate degrees are awarded) may be considered. If permitted by law, a joint PhD degree will, in principle, be the preferred option.

§2. The PhD applicant and supervisor may jointly submit a request for a joint degree or a dual degree to the FDC. The following conditions must be met:
1. At least six months of the research project must be conducted at each of the two institutions;
2. A supervisor must be appointed from each institution and the PhD thesis must be assessed by an EC representing both institutions;
3. The two institutions must enter into an ad hoc agreement concerning the implementation of the arrangement.

§3. A PhD applicant at the KU Leuven wishing to pursue this option is subject to the same requirements as other PhD applicants at the KU Leuven. A PhD applicant from another institution of higher education wishing to pursue this option must:
1. Submit an application to the FDC at least one year prior to completing the PhD, demonstrating that he/she meets the requirements of the doctoral training programme or is entitled to full or partial exemption;
2. Enrol at the KU Leuven during the year of the thesis defence (minimum registration).

\textsuperscript{11} http://set.kuleuven.be/phd/doc/reg/bestpractices.pdf
**Article 10: Obtaining a PhD based on a research career**

§1. It is possible to obtain a PhD from the ADS on the basis of original research achievements in the course of a career (approximately 5 years) conducted at a company or at a non-academic research institution or organisation.

§2. Admission modalities:
The PhD applicant must meet the general admission requirements of ADS (Cf. Art. 2). During the relevant period, the applicant must have conducted research (possibly relating to different topics) in a research field within the scope of ADS. Evidence of these research achievements includes international publications of which the applicant is the main author (approximately four publications or equivalent output). The applicant submits the request in agreement with the proposed supervisor.

§3. Admission procedure:
After the request has been submitted, the FDC will appoint an Admission Committee. This AC is composed of the supervisor, co-supervisor(s) and two senior academic staff members of SET with relevant expertise. The AC makes a recommendation on admission, based on an oral presentation by the applicant in which the applicant outlines the research work accomplished so far as well as plans for further PhD research. Based on the recommendation of the AC, the FDC will decide about admission of the applicant.

§4. Course of the doctoral training programme

1. The PhD researcher enrols as PhD student at the KU Leuven;
2. If applicable, an IP (intellectual property) agreement is made between the KU Leuven and the organisation funding the PhD researcher;
3. In accordance with general PhD regulations (Cf. Art. 6), a Supervisory Committee will be appointed;
4. The PhD researcher will continue to work on the PhD under the supervision of the supervisor and co-supervisor(s) for a period of minimum 2 years. This enables the PhD researcher to prove that he/she is able to perform independent original and innovative research;
5. In the course of the doctoral training programme, the PhD researcher is expected to publish an article in an international peer-reviewed journal, based on his/her current research and co-authored with his/her supervisor;
6. If the PhD researcher continues to perform research in the company and is financed by the company, he/she may be exempted from academic duties;
7. The PhD researcher completes the final stage of the doctoral programme according to the general procedure (Cf. Art. 8 §5);

The FDC decides about modifications in the doctoral training programme in agreement with the supervisors.

**Article 11: The format of the doctoral thesis**

The doctoral thesis is part of the examination and enables the EC to evaluate the quality of the research conducted by the doctoral candidate. The thesis must contain the necessary information allowing the examination committee to assess whether the doctoral researcher has developed into an independent, critical and creative researcher (Cf. Guidelines[^12]). The structure of the thesis consists of the following parts:

- A thorough introduction outlining the research in a larger context. Starting from a description of the state of the art in the domain, additionally, the research aims of the PhD are formulated. Furthermore, this includes the global approach and research methods.
- A number of chapters, reporting and discussing the results of the research.
- An extensive conclusion, including a global discussion of the research results, a discussion of the implications of the PhD research and future perspectives in regards to follow-up research.

The chapters dealing with the results of the research performed by the doctoral candidate can take the following forms:

- An accepted or submitted publication. This chapter can be a copy of the publication (given the publisher’s permission if required) or can be adapted as to form and content;
- An original text which has not been published.

If a chapter is based on a published contribution, the bibliographic reference of the publication is made on the first page of this chapter. If there are several authors, the doctoral candidate needs to clearly indicate his/her scientific contribution on the first page of the chapter.

If a chapter consists of a submitted publication and is presented as such, the same rules as for a published contribution apply.

The thesis needs to be consistent in relation to bibliographic and other references. Either a global list of bibliographic references is provided at the end of the thesis or each chapter contains bibliographic references, but there cannot be a combination of these two methods of referencing. Finally, references to figures, tables, appendices, and similar structures need to be consistent.

Article 12: Resolving disputes and terminating a PhD

§1. The SET Executive Committee will appoint a commission of ombudspersons consisting of a chair and one member delegated by each (associated) faculty. The chair is a member of the senior academic staff of the KU Leuven Association. The other members belong to the senior academic staff or OP of the respective faculties.

§2. In cases where the relationship between PhD researcher and the supervisor or co-supervisor(s) is disrupted, the abovementioned ombudsperson is informed. The ombudsperson will map out the problem through conversations with the PhD researcher and supervisor. In consultation with the departmental representative and the chair of the FDC, the ombudsperson proposes a suitable action to the FDC. Several options are possible, including termination of the PhD; change of supervisor or subject; etc. Based on this proposal the FDC makes a recommendation. If the PhD researcher and supervisor agree to the recommendation, the recommendation becomes binding and the FDC is responsible for follow-up. If the PhD researcher or the supervisor dispute the recommendation, the file will be considered by the BADS, which will make a binding recommendation. If the PhD researcher or the supervisor remain unreconcilable after the decision of BADS, an appeal can be lodged with the vice rector of student affairs, who will take the final decision.

§3 If the supervisor or the SC doubts that the PhD researcher has made sufficient progress or that the PhD can be completed successfully, the PhD researcher is asked to present a progress report to the SC who will make one of the following recommendations:

1. **Approval.** The PhD can be continued, but the recommendation may include specific follow up modalities and will be sent to the chair of the FDC, who is responsible for the follow-up.

2. **Denial.** The PhD should be terminated. If the PhD researcher agrees with this recommendation, the PhD is terminated by mutual consent and the supervisor reports this to the chair of the FDC.

3. If the researcher does not agree to terminate the PhD, a second meeting of the SC, attended by the chair and/or the departmental representative of the FDC, will take place within a reasonable timeframe of approximately 6 weeks after lodging the appeal. During this meeting the PhD researcher has the opportunity to present his/her progress and to defend his/her position. The commission will make a recommendation, choosing between two options: (i) The PhD researcher is allowed to continue, possibly with specific follow up modalities (see above), or (ii) the PhD will be terminated by mutual consent. The PhD researcher can dispute the recommendation to terminate the PhD. If so, the file will

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13 The PhD researcher must determine whether the publisher allows public availability of the publications and in which form via the webpage Romeo/Sherpa: http://www.sherpa.ac.uk/romeo/.

14 ‘Academic’ termination does not refer to the financial aspect of the PhD. The financial aspect, e.g. the PhD scholarship can be terminated according to the procedure in Intern reglement voor de toekenning van doctoraatsbeurzen aan de KU Leuven: https://admin.kuleuven.be/personeel/intranet/regelgeving/reglement_doctoraatsbeurzen

15 http://set.kuleuven.be/phd/ombuds-confidentialcounsellor
be considered by the BADS, who will then take a decision. Ultimately, the PhD researcher has the right to lodge an appeal with the vice rector of student affairs who will take the final decision.

§4. If a PhD researcher experiences a serious lack of motivation, this should be thoroughly discussed with the supervisor. If this fails, the ombudsperson is available for counsel. If motivation remains problematic, the PhD will be terminated by mutual consent with the supervisor through notification to the chair of the FDC.

**Article 13. Exceptions**

ADS may approve exceptions to these regulations following a written and substantiated request signed by the PhD researcher, the supervisor and the chair of the FDC.

**Article 14. Effect**

These Regulations take effect on 23 September 2013. In case of incongruity between the Dutch and the English version, the Dutch version of these regulations will apply.