



Doctoral regulations of the University of Namur (DRUN)

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HR EXCELLENCE IN RESEARCH

Preamble

These regulations respect the European Charter for Researchers and observe in particular the following principles:

#36. Relation with supervisors Researchers in their training phase should establish a structured and regular relationship with their supervisor(s) and faculty/departmental representative(s) so as to take full advantage of their relationship with them. This includes keeping records of all work progress and research findings, obtaining feedback by means of reports and seminars, applying such feedback and working in accordance with agreed schedules, milestones, deliverables and/or research outputs.

#37. Supervision and managerial duties Senior researchers should devote particular attention to their multi-faceted role as supervisors, mentors, career advisors, leaders, project coordinators, managers or science communicators. They should perform these tasks to the highest professional standards. With regard to their role as supervisors or mentors of researchers, senior researchers should build up a constructive and positive relationship with the early-stage researchers, in order to set the conditions for efficient transfer of knowledge and for the further successful development of the researchers' careers.

<https://euraxess.ec.europa.eu/jobs/charter>

I. Range and field of application

Article 1 - Pursuant to the penultimate paragraph of article 134 of the Decree of 7 November 2013 defining the landscape of higher education and the academic organization of studies, uniform regulations have been drawn up, on June 10, 2014, by the Academy for Research and Higher Education (ARES) for examination boards responsible for conferring doctoral degrees. The doctoral regulations of UNamur determine the conditions of obtaining, at UNamur, the research training certificate as well as the doctoral degree according to these uniform regulations.

Article 2 - As the decree specifies (article 71 § 2), *“the doctoral training is defined by contingents associated with a specialized doctorate school approved by the ARES with the consideration of the principles of the University’s thematic chamber. They are associated with specific competencies of the contingents of research and confer on the graduates a high scientific and professional qualification. The contingents may direct the award of a research certificate sanctioned with the completion of 60 appropriate credits”*.

The decree also specifies (article 71 § 3) that *“the academic rank of doctor with the completion of a thesis is conferred after defence of a thesis showing the capacities of creativity, of the ability to perform scientific research, and the diffusion of its results by the recipient.*

The doctoral training programme consists of:

1° the drafting of a personal and original work which can take the form of a thesis within the PhD student's discipline, of an essay proving the coherence of a series of publications of a scientific matter of which the PhD student is either an author or a co-author, or of a thesis which analyses a work, a project, or production of which the PhD student is an author or a co-author;

2° a public presentation of this work highlighting its qualities, its originality, as well as the capacities of scientific popularization by the PhD student.

Work relating to the preparation of a doctoral thesis corresponds contractually to 180 credits acquired after an initial training sanctioned by an academic rank of master or equivalent level”.

Article 116 of the decree also specifies that *“One cannot obtain the rank of doctor without the completion of the corresponding doctoral training”*.

The admission requirements of intended study are given in article 115 of the decree, which stipulates:

“§ 1. In the general conditions set by the academic authorities, access to the third cycle of studies with a sanctioned rank is granted to the students who hold:

1° an academic rank of master with at least 120 credits;

2° a similar academic rank delivered by an establishment of higher education, within the French Community or outside of it, with consideration of a decision by the academic authorities and in the complementary conditions which they stipulate;

3° a foreign academic rank recognized as equivalent with those mentioned with the subparagraphs 1° with 2° pursuant to this decree, of a European directive, an International Convention or other legislation, with the same conditions.

The complementary conditions of the 2nd stipulation are intended to assure that the student has acquired the matter and competences necessary for the intended studies. When these complementary conditions of access consist of one or more additional courses, these courses cannot provide the student more than 60 supplementary credits, taking into account the whole of the credits which will otherwise be accepted at the moment of admission. These courses compose one part of the student's program of study.

§ 2. As per the general conditions fixed by the academic authorities, the student carrying a title, diploma, rank, or certificate of the second cycle, in the French Community or outside of it, which does not give him access to the third cycle of studies under the terms of the preceding paragraph can, however, be admitted by a jury of the student's intended studies with the stipulation of other conditions, if the whole of the PhD student's higher studies is approved by the jury for at least 300 credits.

§ 3. Notwithstanding these general conditions, in the complementary conditions that they stipulate, the academic authorities may also admit to the third cycle of studies the carriers of a title, diploma, rank, or certificate issued outside of the French community which, in its origin system, directly gives access to the doctoral training or studies and work relating to the preparation of a doctoral thesis, even if the studies sanctioned by these titles or ranks are not organized in distinct cycles or over at least five years.

This admission must be exceptional and duly justified on the basis, in particular, of the formal and authentic proof of a PhD student's capacities to continue doctoral studies in his/her system of origin”.

Article 3 - §1. The current regulation is promulgated by the Board of Directors of UNamur. Any request for modification is introduced in writing with its justification at the latest on December 31 to the Vice-Rectors for Education and for Research who consider the request of modification in consultation with the Academic Council. On this basis, if necessary, the request for modification is submitted for consideration to the Board of Directors for implementation during the following academic year.

§2. Modifications of these regulations aimed at adapting them to changes in the legislation, and only those ones, are not submitted to the timing defined in §1.

II. Field-specific doctoral commissions

Article 4 - §1. Within UNamur, the academic authorities as referred to article 115 and, for the third cycle of studies, to articles 117 and 119 of the decree, are:

1° The Doctoral Commission of “Human and Social Sciences”, qualified in the fields of studies 1 to 10 cited in article 83, §1st of the decree;

2° The Doctoral Commission of “Health, Sciences and Technology” in the fields of studies 11 to 21 cited in article 83, §1st of the decree.

§2. Each commission elects its president and appoints its secretary. The commission deliberates according to the absolute majority of voices. In the event of parity, the president has the deciding vote.

§3. The rulings and decisions of the doctoral commissions, notably regarding the admissions, the mid-term evaluation, the designation of thesis juries, the validation of doctoral training credits and the request for equivalence of foreign degrees must be given within one month. Every communication to a doctoral commission shall receive an acknowledgement of receipt.

Article 5 - The field-specific doctoral commissions have the task to validate the various steps of the doctorate curriculum with respect to the present regulations and without the addition of complementary conditions. They arbitrate the possible conflicts between supervisors and PhD students. In the event of conflict, the PhD student may alert, by letter or email, the president of the field-specific doctoral commission or, when the two doctoral commissions are implicated, the president of the leading commission (see article 19). The aforementioned letter will indicate the reasons for the conflict. This doctoral commission will then hear each party within a deadline of one month following the receipt of the aforementioned letter. It will communicate its decision to the PhD student and supervisor(s) at the latest 5 working days after this hearing. If the supervisor or one of the supervisors belongs to the commission, he/she will not take part in the deliberation.

Article 6 - §1. Each field-specific doctoral commission is made up of six members from the academic staff according to article 15, § 1st, 52° of the decree or the scientific staff according to article 15, § 1st, 54° of the decree, all accredited PhD thesis supervisors are also eligible. Each commission includes at least one member of the scientific staff, officially carrying the title of doctor awarded after a public defence.

§ 2. The term of the members of the commissions is three academic years, renewable once, starting on January 1st. Each year, to replace the members arriving at the end of their mandate, two new members will be named in each commission by the Board of Directors at their meeting in June, upon proposal by the Academic Council, aiming at a balance among scientific disciplines. The members who stop to fulfil the conditions from §1 are deemed to have resigned.

When the membership stops more than two months before the end of the term, the member shall be replaced within one month. The new member is named until the end of the current mandate. If the duration of this period is shorter than eighteen months, it will not be taken into account for the possible renewal(s).

Article 7 - An internal appeal can be brought against the decisions of the field-specific doctoral commission with oversight by the Vice-Rector for Research. This action must be brought within one month following the notification of the decision by the doctoral commission. This appeal is investigated by the Vice-Rector for Research and the Vice-Rector for Education. The decision given on the appeal is justified and communicated by the Vice-Rector for Research to the PhD student and the supervisor(s) in the month which follows the introduction of the appeal.

Article 8 - Any person taking part in the training of a doctoral PhD student is responsible for the successful completion (compliance with the rules and the agreed management measurements, ...) with respect to the field-specific doctoral commissions and the Dean of the Faculty with respect to the field in which the PhD student is registered.

III. Obligations of PhD students and supervisors

Article 9 - §1. Each doctoral thesis is assisted by a thesis advisor who is a member of the UNamur staff and entitled to direct a PhD thesis; appendix 4 of this regulation describes the eligibility criteria for supervising a PhD thesis at UNamur.

If the scope of research justifies it, the PhD student may have several supervisors, at least one of them is a faculty member at UNamur; the supervisors specify the importance or the limit of means which they make available to the PhD student.

§2. If the thesis, or a part of it, should be confidential, due either to a undertaking of confidentiality or to a possible intellectual property protection, or for any other reason, it is requested to ask to the thesis jury members to sign a undertaking of confidentiality (appendix 7).

Article 10 - In accordance with the European Charter of Researchers, the PhD student will take care to regularly inform the supervisors on the progress of the research and results obtained. Moreover, the PhD student will take care to respect the engagements agreed upon with the supervisors (programmes, steps, reports, or other possible works). The PhD student will inform his/her supervisors if the project is delayed, redefined, or completed or if it must be finished more quickly or be suspended for any reason.

Article 11 - In accordance with the European Charter of the Researchers, the supervisors effectively commit themselves to personally direct the work related to the preparation of the thesis. The supervisor will assure and maintain a structured, regular, constructive and positive relationship with the PhD student. In particular, the supervisor will take care to devote sufficient time for the supervision of the thesis in order to offer to the PhD student adequate support for the advancement of the research work by sharing knowledge with the PhD student. The supervisor will provide the PhD student with constructive feedback for the advancement of his/her work, and the supervisor will inform the PhD student on the institutional and budgetary context governing his/her research environment. Finally, the supervisor will provide support to promote the personal and professional development of the PhD student.

Article 12 - In the event that either the PhD student or the supervisor fail to meet the standards set by article 10 or article 11 of DRUN, the affected party may appeal to the field-specific doctoral commission in accordance with article 5 of DRUN.

IV. Doctoral training

Article 13 - The doctoral training comprises activities specifically related to the PhD student's professional development and leads to the award of a research training certificate worth 60 credits.

Article 14 - The doctoral training programme is comprised of:

- 1) advanced courses, participation to scientific congresses and conferences of a high level, or any other training considered to be equivalent by the field-specific doctoral commission;
- 2) the training and practice of scientific communication through the writing and the presentation of projects, articles, and scientific communications;
- 3) activities of didactic supervision and the acquisition of transversal competences;

Appendix 5 of DRUN describes the criteria for the award of doctoral training credits.

Doctoral training may also be acquired, partially or entirely, outside a thematic doctoral school approved by the ARES. The doctoral training programme may be spread out in time over the whole doctoral curriculum.

Article 15 - A student may request enrolment within the doctoral training programme independently of any doctoral project, in order to obtain the research training certificate. The admission into a doctoral training is accessible to any candidate who meets the conditions of access to the third cycle of studies as listed in article 2, 4th subsection of this document. The decision of admission to a doctoral training is made by the relevant field-specific doctoral commission. A guarantor (and not a supervisor) is designated by the commission.

V. Doctoral curriculum

Article 16 - In addition to the doctoral training, the doctoral course includes five compulsory steps: the admission to the doctoral programme, the mid-term evaluation, the designation of a thesis jury, the private thesis defence and the public thesis defence.

A. Admission to the doctoral programme

Article 17 - To be admitted to the doctoral programme, in addition to the conditions outlined in article 115 of the decree, the candidate must:

- 1° be supervised by a thesis supervisor, within the meaning of article 9 of DRUN;
- 2° present a research project under a provisional title and an outline of its objectives, supported by the supervisor(s) who has/have estimated that this project is likely to lead to a doctoral thesis;
- 3° propose a supervision committee, in agreement with his/her supervisor(s);
- 4° propose, in agreement with his/her supervisor(s), a doctoral training programme of at least 60 credits, adapted to the PhD student's scientific profile and meeting the needs of the proposed research project.

The requests for admission are submitted to the field-specific doctoral commission corresponding to the intended field of studies of the doctoral thesis. The commission verifies the compliance of the admission requirements and returns a justified decision of admission within one month. This decision is immediately communicated to the PhD student and his/her supervisor(s).

Article 18 - §1. The supervision committee consists of the supervisor(s) and of at least two other members having given their written agreement to the supervisor(s). The members of the supervision committee must have obtained a doctor degree following a successful thesis defence or have otherwise demonstrated an equivalent competence. At least one member of the supervision committee must be outside of the team of research to which the thesis supervisor belongs.

§2. The supervision committee guides and advises the PhD student, reinforces the actions of the supervisor(s) with regard to the research guidance and widens the network of scientific contacts for the PhD student. The supervision committee advises the PhD student in the development of his/her doctoral training programme. The members of the supervision committee commit themselves to providing the PhD student constant dialogue throughout his/her doctorate programme.

Article 19 - When a thesis proposal is related to several fields of study which are not governed by the same field-specific doctoral commission, the two field-specific doctoral commissions deliberate on the request for admission. The two commissions then decide the leading field-specific doctoral commission, to which the PhD student's doctorate curriculum is delegated. In the absence of agreement, the Vice-Rector for Research delegates the leading commission.

Article 20 - If the doctoral training programme as defined in articles 13 and 14 of DRUN includes courses already completed by the PhD student within the framework of master studies, the PhD student is exempted from it with respect to the criteria described in appendix 5 of DRUN. The field-specific doctoral commission may award credits for a scientific experience (relevant to his/her doctoral training) acquired by the PhD student after having obtained a degree of second cycle. The commission may also authorize any professional activity carried out by the PhD student in connection with his/her subject of research. The PhD student may be required, by the field-specific doctoral commission, in accordance with article 115 of the decree and in line the objective which is specified there, to follow, under complementary conditions, one or more additional course(s) in the second cycle of studies. These additional courses may not consist of more than 60 credits, including the credits which may be awarded during the admission.

Article 21 - When the admission is confirmed by the field-specific doctoral commission, the Enrolment Office of UNamur registers the PhD student, after it has received the appropriate registration fees (namely the complete amount or possibly reduced amount, if the student benefits from a scholarship or a fund of the Social Services of the University or, in the conditions of article 105, §2 of the decree, is a member of the personnel or a researcher at UNamur) and has completed his/her administrative requirements.

Article 22 - Each academic year, including the academic year in which the public thesis defence takes place, a request for reenrolment must be introduced by the PhD student to the Enrolment Office according to the calendar determined by this office. The field-specific doctoral commission views this request and considers particularly:

1° the case where, at first enrolment, the supervision committee or the supervisor(s) required a re-examination of the file for the first reenrolment;

2° the case where the doctoral conditions (identity of the supervisors, composition of the supervising Committee, joint programme agreement, working conditions implying a modification of ethical engagements) as specified since the last enrolment were modified;

3° the case where notifications that should have been made by the supervision committee are not communicated to the field-specific doctoral commission.

The commission makes a decision of reenrolment within the month and immediately communicates it the PhD student, to his/her supervisor(s) and to the Enrolment Office. Each reenrolment requires the

necessary registration fees.

Article 23 - The PhD student may invoke his/her admission into the doctoral programme in order to benefit from an adequate scientific environment.

Article 24 - §1. In the case of a failure of reconciliation, any conflict between the PhD student and one of his/her supervisor or his/her supervision committee is settled by the field-specific doctoral commission, or, when the two field-specific doctoral commission are implicated, by the leading commission.

§2. As a last resort and after having heard the two parties, the reconsideration of admission of a doctoral PhD student may be deliberated by the field-specific doctoral commission, upon request of the supervision committee. The justified decision of the commission is immediately communicated to the PhD student.

B. Mid-term evaluation

Article 25 - The mid-term evaluation aims to allow the supervision committee to assess, on the basis of the progress of the research work, if this work is likely to lead to the presentation of a doctoral thesis.

Article 26 - §1. During the mid-term evaluation, the PhD student meets, according to rules outlined by his/her supervisor(s), the members of his/her supervision committee to confirm the PhD student's commitment in his/her doctoral research on the basis of the PhD student's research, documents and scientific activities undertaken since the beginning of his/her doctoral course. The PhD student then outlines his/her projects for the continuation of the doctorate.

§2. The supervision committee writes a consolidated report signed and dated by each member. This report is transmitted by the supervisor(s) to the PhD student and to the field-specific doctoral commission. Within a maximum of one month, the commission authorizes the continuation of the doctorate, refuses it, or fixes a delay of maximum 12 months from its decision to renew the mid-term evaluation. If applicable, the commission awards the doctoral training acquired on the basis of an attestation of the supervision committee specifying the number of credits to be validated. Its decisions are immediately communicated to the PhD student and the Enrolment Office.

Article 27 - The mid-term evaluation takes place within 18 to 24 months from the date of admission into the doctoral programme. This deadline is extended to 36 months for assistants and the PhD students who pursue doctoral research on a part-time basis. Under justifiable circumstances, this deadline may be prolonged by the supervision committee, with the agreement of the field-specific doctoral commission on the suggested modified deadline. This deadline may also be shortened according to the same procedure, particularly in cases wherein certain constraints are imposed by a financial sponsor or a doctoral scholarship for the purpose of grant renewal.

C. Designation of a thesis jury

Article 28 - When the supervision committee determines that the PhD student's research work is achieved and that it reflects a completion of doctoral training, it details, according to the form provided in appendix 6 of this regulation, the final title of the thesis as well as a formal proposal for the composition of a thesis jury (in addition to the thesis supervisor), the validation of credits for the doctoral training, and, in agreement with the PhD student, a date for the private thesis defence.

Article 29 - The jury with at least five members, includes the supervisor(s) of the thesis and at least three other members, of whom at least two do not belong to UNamur, selected because of their scientific competences in the field of their research. The jury comprises at least one member who is not a co-author or the supervisor(s) of the PhD student. The members of the jury must have obtained a doctor degree after successful public thesis defence; or obtained equivalent recognition by the supervision committee which reflects a high scientific or artistic competence in their field. The jury is chaired by the Dean of the relevant faculty, or by a member of the academic staff of UNamur selected by the Dean. This delegation is obligatory if the Dean is also the thesis supervisor. The secretary of the jury is the supervisor.

Article 30 - After validation by the field-specific doctoral commission, the proposal for the composition of the thesis jury is transmitted for approval to the Dean of the relevant faculty, who, in the event of agreement, indicates, if necessary, the Dean's representative and submits the completed proposal to the Rector who convenes the thesis jury members. In the event of the Dean's dissension regarding the proposal presented by the field-specific doctoral commission, the Vice-Rector for Research arbitrates. The designation of a thesis jury is conditional on the verification that the PhD student is registered as a PhD student and that the appropriate registration fees have been collected.

D. Private defence

Article 31 - The private thesis defence consists of an examination, by the thesis jury, of the manuscript written by the PhD student and of a discussion of the final results of the PhD student's research. This discussion may be preceded by an oral presentation of the results by the PhD student who will have been informed of this request by his/her supervisor(s), at the latest two weeks before the date of the private defence. The total duration of the meeting may not exceed five hours. If the manuscript, or part of it, should be confidential, due either to an undertaking of confidentiality or to a possible intellectual property protection, or for any other reason, it is requested to ask the members to sign a undertaking of confidentiality (appendix 7).

Article 32 - At the latest one month before the designated date, the PhD student presents the provisional thesis manuscript to the members of the jury (who may accept an electronic copy). This manuscript satisfies the requirements of this regulation (ref. article 2, subsection 2). The thesis manuscript is written in French or English, or in another language accepted by the jury.

Article 33 - All members of the jury are present at the time of private defence, physically or by videoconference. In the event of a justified absence, the absent member forwards to the president, before the meeting, a written report detailing the member's opinion on the value of the thesis and the list of the questions which the member wishes to ask to the PhD student. In all cases, two members of the jury in addition to the president must be present physically or by videoconference.

Article 34 - At the closing of the private defence, the jury confidentially deliberates and comes to a conclusion about the admissibility of the thesis. The result of the deliberation of the private defence is recorded in an official report which is immediately communicated to the PhD student and transmitted to the field-specific doctoral commission.

If the thesis is considered to be admissible, the jury sets, in agreement with the PhD student, the date and time of the public defence, which will take place at least 10 working days and at most 3 months after the private defence. The jury also communicates this information to the field-specific doctoral commission.

If the thesis is considered to be admissible with modifications to be made to the manuscript, the supervisor(s) is charged to check and approve these modifications before the date of the public defence

which is set according to time necessary for the implementation of these modifications. The implementation of these modifications cannot, in any case, exceed three months of full-time work. This delay can exceptionally be extended to six months on the basis of a reasoned justification from the supervisor(s) with the agreement of the thesis jury. In the contrary case, a new private defence must be organized.

In the event of decision of non-admissibility, the jury fixes a time for a new private defence.

Article 35 - The jury validates the doctoral training of the PhD student and, if necessary, the credits related to the additional courses explained in article 20 of DRUN, with an attestation from the supervision committee.

E. Public defence

Article 36 - The public defence consists of an oral presentation, by the PhD student, of the research results which led to his/her thesis. The PhD student highlights the qualities and the originality of his/her work, as well as its abilities of scientific popularization. The presentation is followed by a discussion between the PhD student and each of the members of the thesis jury, and, in some cases, member(s) of the audience. The total duration of the presentation cannot exceed three hours.

Article 37 - At least one week before the public defence, the PhD student gives to the members of the jury the final manuscript of the thesis, approved by his/her supervisor(s), in electronic form or in a bound copy. The PhD student also presents an electronic version to the relevant field-specific doctoral commission and to BUMP (UNamur library). A bound copy of the thesis is given to each member of the jury at the latest on the public defence day.

Article 38 - The complete jury is physically present at the time of the public defence. In the event that a jury member is absent due to exceptional circumstances, at least half of the members of the jury, including the supervisor(s), must be present. If the president of the jury cannot be present and if the quorum is reached, the jury chooses a new president in his/her place, which may not be the PhD student supervisor.

Article 39 - Immediately after the public defence, the members of the jury retires to deliberate. The deliberation of the jury takes place in private session. Each member of the jury has a voice and participates in the deliberation in person (or in the case of exceptional circumstances outlined in article 38 of DRUN, by the means of a written evaluation, if possible). The decisions are taken collectively. In the event of a tie, the president has the deciding vote. The jury is sovereign. An official report of the defence is written by the secretary of the jury. All the members of the jury have the duty to respect the privacy of the deliberations and votes.

Article 40 - §1. If the jury ascertains that the minimum number of credits has been completed, that the admission requirements and the programme of studies are satisfied, and that the student is regularly registered, it confers the academic degree of doctor to the PhD student.

§2. The degree is conferred without distinction.

§3. The jury justifies its decision in an official report of defence which refers at minimum to the criteria fixed in §1 above of this article, prepared in two original reports, signed by all the jury members present. It attests the completion of the doctoral training, the work undertaken by the PhD student, as well as the conclusions of the deliberation of the jury. The members of the jury immediately sign the diploma and any additional documents.

Article 41 - The president of the jury proclaims the result in public. A posting of the decision of the jury is ensured within fifteen days following the proclamation.

Article 42 - The diploma is signed forthwith by the graduate, the president and the secretary of the jury. Within one month, it is transmitted with an original copy of the official report of the defence to the Enrolment Office which submits the diploma for signature by the Rector. The second original copy of the official report of the defence is transmitted to the administrative service of the corresponding faculty. It is stored by the Dean, within the administrative service of his/her faculty. A copy is transmitted by the secretary of the jury to the field-specific doctoral commission. The diploma, signed to the Rector, and one original copy of the official report of the defence are given to the graduate.

If the jury decides not to confer the doctoral degree, a certified copy of the official report of the defence is transmitted to the PhD student within fifteen days by the Enrolment Office.

VI. Joint programme agreement

Article 43 - If reasons pertaining to the research justify it, the thesis project can be carried out within the framework of a thesis joint programme between UNamur and another university, both having the necessary accreditations. In this case, a joint programme agreement according the model given in appendix 1 of the present regulations is signed between the two institutions, at the latest at the time of the mid-term evaluation. The joint programme agreement specifies in particular the allocation of the PhD student's research time and the doctoral training within each institution. The PhD student commits him/herself to comply with the rules in each of the two institutions, as specified in particular in articles 9 and 11 of the agreement (Appendix 1).

Article 44 - The supervisor(s) at UNamur ensures that this agreement is in accordance with the applicable regulations within UNamur. The supervisor(s) submits the motivation of the joint programme and the joint programme agreement to the relevant field-specific doctoral commission and to the Dean of Faculty for review. After agreement of the commission and the Dean, the Rector of UNamur signs the agreement.

Article 45 - Any modification of joint programme agreement is the subject of an amendment.

VII. The European doctorate

Article 46 - The European doctorate is a “label” applied in addition to a doctoral degree when all the following conditions are met:

- 1° the doctorate must be prepared, in part, during a research stay of at least four consecutive months in a Member State of the European Union other than Belgium;
- 2° the authorization of the defence is granted in consideration of reports written by at least two professors or equivalent belonging to higher educational institutions of two different European states, other than that in which the PhD student is enrolled full-time;
- 3° at least one member of the thesis jury must belong to a higher educational institution of a European state other than that in which the PhD student is enrolled full-time;
- 4° a part of the defence must be carried out in a European national language other than the national language(s) of the country where the PhD student is enrolled full-time.

Article 47 - The request for label of European doctorate is addressed by the PhD student, at the time of the private defence, to the field-specific doctoral commission. The file of the request includes:

- An official certificate of the host institution certifying that the PhD student accomplished a stay of research in another member state of the European Union and the precise dates of the beginning and end of the research stay, the name of the supervisor, and the unit or the laboratory within the host institution;
- A copy of the official report of the private defence.

Article 48 - The field-specific doctoral commission makes its decision at the latest a week before the public defence and communicates it to the president and to the secretary of the jury.

Article 49 - At the end of public defence, the official report of the defence mentions which part of the defence took place in another national language of the European Union other than the national language(s) of the country where the research work is being pursued, and specifies the language used.

Article 50 - The granting of the label of European doctorate is formalized by the delivery of a certificate in conformity with appendix 3 of the present regulations, signed through the same process as the doctoral diploma by the president and the secretary of the jury. This certificate is annexed to the doctoral diploma but distinct from it.

VIII. Implementation and enforceable provisions

Article 51 - The present regulations apply to the PhD students enrolling on a doctoral programme at UNamur for the first time during or after the 2014-2015 academic year.

Article 52 - §1. The PhD students who have been registered with the doctoral programme before the academic year 2014-2015 with reference to the doctoral regulations of l'Académie Louvain may continue their doctoral studies according to provisions of this doctoral regulation in the version approved by the Council of the Academy, on May 9, 2005 and modified, on proposal of the CODAL, on March 12, 2007, on June 23 and on December 15, 2008, on August 30, 2010, on March 16 and on September 12,

2011, on June 18, 2012 and on September 10, 2012. In this case, the field-specific doctoral commissions replace the Doctoral Commissions of the Fields of Study (CDD). The present provision will no longer be applicable beyond the academic year 2019-2020.

§2. The present regulations are the only in force regulations regarding:

- 1° the proposal of the composition of the jury thesis and the procedure for its submission,
- 2° the quorum for the public defence,
- 3° the writing of the reports and documents related to the public defence and their procedure of submission,
- 4° the eligibility criteria for supervising a doctoral thesis.

Article 53 - The PhD students enrolled before the entry in force of the present regulations may request, to their supervision committee and the relevant field-specific doctoral commission, the application of previous regulations which may be more favourable.



Appendices to the Doctoral regulations at the University of Namur

Appendix 1

STANDARD AGREEMENT FOR A JOINT PROGRAMME

Joint programme agreement

BETWEEN

[Name of the partner university] [Address], represented by Prof. [Name of the Rector/President],
Rector/President (*choose the appropriate title*)

AND

The University of Namur (UNamur), 61 rue de Bruxelles, 5000 Namur (Belgium), represented by Prof.
....., Rector

For [Name of the partner university]

CONSIDERING

- [Legal references organizing higher education of [name of the country], and more particularly the studies which lead to the completion of the doctoral degree];
- [The statutes and/or internal regulations of the University of [Name of University] specific to the organization of the studies leading to the completion of the doctoral degree;

(*Add other sections if necessary*)

For UNamur

CONSIDERING

- the Decree of November 7, 2013 defining the organization of the higher education and the academic organization of studies;
- the single regulation of the juries charged to confer the doctor degree of the Academy of Research and Higher Education (ARES) of the French Community of Belgium, approved at its meeting on 10/06/2014;
- the doctoral regulations of UNamur approved by the Board of Directors at its meeting on 22/06/2018.

have agreed to the following provisions.

¹ If a joint programme is negotiated with a Flemish university, replace "country" with "Community".

Preamble

General provisions

The procedure of joint programme thesis is designed between [Name of the partner university] and UNamur with the aim of founding and developing an academic and scientific cooperation to promote the mobility of PhD students.

The general provisions of the convention, in particular those related to the protection of the thesis subjects as well as the publication, use and protection of the research results shared by both [faculties/departments/institutes/schools...] (*select as appropriate*) which host the PhD student must be ensured to be in accordance with the procedures specific to each of the two countries as well as the relevant internal regulations of each institution. In the event of possible contradictory provisions, the provisions will be the subject of arbitration between [Name of the partner university] and UNamur.

I. I. Administrative terms

Article 1

The PhD student that is the subject of this convention: [First name SURNAME]
Born on [Date of birth] at [Birthplace], [Country of birth] Nationality:
henceforth referred to as "the PhD student."

After having obtained the favourable opinion of the relevant authorities and in accordance with the regulations implemented in regards to doctoral studies in each country, the PhD student is allowed to continue the preparation of his/her thesis in the two institutions by observance of the following procedures regarding the enrolment in the doctoral programme:

At UNamur

To obtain the diploma delivered by the French Community of Belgium, the PhD student will have, at the time of the first enrolment to the doctoral programme as of the date of entry into force of this agreement mentioned in article 2, paid the complete registration fees to UNamur.

Each following year, and including the year of the thesis defence, the PhD student will have to pay the appropriate registration fees to UNamur.

At [Name of the partner university]:

The PhD student will have, at the time of the first enrolment with [Name of the partner university] to pay..... (*indicate the amount to be paid*).

The following years, the PhD student will have to pay..... (*indicate the amount to be paid*) to [Name of the partner university].

At UNamur

The PhD student is registered on the doctoral programme in [domain of studies] (option: [Name of the Doctoral School])

At [Name of the partner university]

The PhD student is registered on the doctoral programme in..... (*to be specified*)

Subject of thesis proposed by the PhD student:

.....
.....
.....
.....
.....
.....

A description of the thesis is annexed to this agreement.

Article 2

The enrolment of the PhD student for a joint programme thesis takes effect [the date of implementation]. The estimated duration of the research tasks is detailed at [duration]. The defence of the thesis is envisioned at the time of the academic year [Year t] - [Year t+1].

This duration could be prolonged only under exceptional circumstances after a favourable opinion of the two institutions and upon a proposal from the supervisors (as outlined in article 5 of DRUN). This request must be made six months before the estimated thesis deadline.

Article 3

The duration of preparation of the thesis is allocated between the two institutions by alternative periods. The research tasks will be hereby carried out in the two institutions according to a calendar worked out jointly by the two university supervisors, cited in article 5 of DRUN. This calendar is also given as an appendix of this agreement.

Any modification of this agreement must be requested, to the two institutions, by the supervisors at least one month in advance.

Article 4

(If the partner university is located outside of Belgium)

The PhD student benefits from Social Security, in accordance with the legislation in force in each country with the provision of being enrolled in the relevant institution. However, he/she must provide evidence of a principal insurance policy in [one of the two countries, Belgium/X] (*to be specified according to the student*). Moreover, he/she must be able to justify of an additional insurance policy to cover illness and civil risks for the duration of the periods of time he/she spends in [the one of the two countries - X/Belgium] and abroad.

(If the partner university is located in the Flemish Community of Belgium)

The PhD student benefits from Social Security, in accordance with the Belgian legislation with the provision that the administrative procedures have been followed. Moreover, he/she must be able to justify of an additional insurance policy to cover illness and civil risks for the duration of possible stays outside of Belgium.

II. Scientific terms

Article 5

The PhD student carries out his/her work under the control and the responsibility of a thesis supervisor in each of the two institutions:

At [Name of the partner university]: the supervisor is [Name]

At UNamur: the supervisor is [Name]

They undertake to fully exercise the role of supervisor of the PhD candidate and to do so according to the conditions in force within each signatory institution. They will hold regular meetings on the progress of the PhD candidate's research.

Article 6

Approval for the thesis defence is granted jointly by the two institutions, according to the legal and regulatory provisions in force in both places.

The members of the thesis jury are jointly nominated by the two partner institutions. The composition of the jury must be in conformity with the legal and regulatory provisions in force in the two institutions. In particular, the jury is made up of at least five members, including the supervisors (outlined in article 5) and at least three other members outside of UNamur. The members of the jury must have obtained a doctoral degree after a thesis defence or they can provide evidence of expert knowledge of an equivalent level in the PhD student's field of study.

Article 7

The thesis prepared as a joint programme will be written in ... (*choose: French language or English language or, if the nature of the thesis justifies it, in a language accepted by the jury*) language.

The thesis will be defended in ... (*choose: French language or English language or, if the nature of the thesis justifies it, in a language accepted by the jury*) language.

Article 8

In conformity with the doctoral regulations of UNamur and subject to the relevant provision of these regulations, there shall be a private defence of the thesis, held in one of the two institutions, in physical presence or by videoconference of all of the members of the jury.

There shall then be a single public defence, recognized by the two institutions, to be held at (*place to be specified*): [Name of the partner university] or [UNamur].

In advance of the public defence, the PhD student will present the results of his/her research in a seminar which will be organized at the institution where the public defence does not take place.

The date and the place of the public defence are jointly agreed and are notified in writing by the thesis supervisors in the two partner institutions to the Deans of relevant faculties.

Article 9

The PhD student is committed to respect the regulations of the doctoral studies at the institutions bound by this agreement. In particular, the PhD student will conform to the rules for the submission, the notification and the reproduction of the thesis.

The PhD student will have to fulfil the doctoral training programme requirements applicable in both institutions. Nevertheless, he/she is authorized to take into account the same activity in both programmes if it is recognized as part of a doctoral training programme in both institutions.

Article 10

In conformity with the regulations in force in each country/community and on the basis of the single official report of deliberation written by the jury following the public defence, the title of Doctor of (*to be specified*) [Name of the partner university] and that of Doctor in [Field of studies] of UNamur will be conferred on the basis of joint deliberation on Mr/Ms [surname and first name of the PhD student] as a... [*select as appropriate: single joint degree o degree from each institution*].

(in the event of single diploma, choose): [This diploma explicitly refers to the joint programme agreement] *(or)*

(in the event of diplomas specific to each establishment, choose): [The delivered diplomas explicitly refer to the joint programme agreement and to the other awarded diploma.]

There shall be a single supplement to the degree certificate, composed of two parts containing respectively the reports usually appended to degree certificates in the two institutions, in the relevant languages. This single supplement must be signed by the secretary of the jury.

Article 11

The partner institutions undertake to comply with the strictest ethical rules in force.

¹ If a joint programme is negotiated with a Flemish university, replace "country" with "Community".

III. Final provisions

Article 12

The present agreement is signed for a period of.... *(to be specified as per article 2)* years from.... *(date specified in article 2 of the present agreement)*. Any modifications of this joint programme agreement must be confirmed by the two institutions.

Made in the same number of copies as signatories

For [Name of the partner university] For [UNamur].

Thesis supervisors (to be specified)

Prof.
Date:
Signature

Prof.
Date:
Signature

The Rector

The Rector

Prof.
Date:
Signature

Prof.
Date:
Signature

The PhD student

Surname:
First name:
Date:
Email:
Signature

Appendix 2

EQUIVALENCE OF FOREIGN DEGREES TO 3rd CYCLE DEGREE (DOCTORATE)

Preamble

UNamur is entitled with regards to equivalence certification to the degree of 3rd cycle, only with the academic degrees which it confers.

Article 1. Equivalence committees

Two equivalence committees are formed: one for the fields of “Humand and Social science” (fields of studies 1° to 7° and 9°, art 83, §1st of the decree); the other for the fields “Health” and “Sciences and Technology” (fields of studies 11°, 12°, 14° and 17, art 83, §1st of the decree).

Each committee:

- is qualified to grant equivalency of foreign titles to the degree of 3rd cycle of doctoral studies within the relevant fields of study;
- is made up of a president, a secretary and a third Member of the field-specific doctoral commission; at least one of these three members belongs to the academic staff of UNamur.

The Commission rules on the basis of a file provided by the applicant, in conformity with the provisions cited at the article 2 of the present appendix and the decision given by the body constituted for this purpose, in accordance with the provisions mentioned at the article 3 of the present appendix.

In the event of an affirmative decision, a certificate of equivalence is produced by the equivalence committee. The original of this certificate is transmitted to the Rector of UNamur for further action.

Article 2. Introduction of the request for equivalence

The requests for equivalence for a third cycle (doctorate) degree must be submitted to the Rector's office of UNamur.

Any request for recognition of equivalence to the degree of 3rd cycle introduced within the framework of an application for a grant from the F.R.S. - FNRS at UNamur is be submitted to the Rector's office of UNamur.

The applicant must produce the following documents to ensure that his/her request is admissible:

- A certified copy of the doctoral degree certificate, together with a translation achieved by a sworn translator. The following are exempted from translation: diplomas in English, French, Dutch, German, Italian, Spanish or Portuguese;
- A copy of the second cycle degree certificate, as well as a copy of certificate(s) for post-graduate degrees, if relevant;
- A paper copy of the doctoral thesis (which will be returned to the applicant) together with a

French or English abstract if the thesis is written in another language;

- A *curriculum vitae* which lists, in addition to the applicant's full contact details of the applicant, titles (and possible results) of the years of study he/she pursued, a list of the publications (in particular those relating to the thesis) and communications presented at international conferences with any other details which he/she considers relevant to the application;

If available, the name of the contact person at UNamur (compulsory in the case of a request introduced for an application for a F.R.S. - FNRS grant).

If it is available, the doctoral regulation of the university which delivered the doctoral diploma for which the equivalence is requested, or any other document making it possible to validly determine the conditions of access to the doctoral studies programme, as well as the accreditation or the recognition by the proper foreign authorities of the institution having delivered the diploma and the recognized entitlements of the diploma by the proper foreign authorities.

Article 3. Advisory body

An advisory body shall be formed to consider all requests for equivalence and to submit a reasoned opinion to the relevant Equivalence Committee.

The advisory body shall be made up of three members nominated by the Equivalence Committee.

Appendix 3

LABEL « EUROPEAN DOCTORATE RECOGNITION » CERTIFICATE FORM

Certificate of European doctorate

Academic year..../....

Certificate of "European doctorate" conferred on (*surname and first name of the recipient*), born in..... (*city/country*), on..... (*date of birth*) and holder of the doctoral degree in..... (*field of studies*) awarded by the University of Namur.

The jury certifies that..... (*Surname and first name of the recipient*) satisfies the conditions outlined in article 46 of the doctoral regulations of the University of Namur for obtaining the label of European doctorate.

Thesis title:

Thesis supervisor(s):

(*surname, first name, institution of affiliation of the supervisor(s) with mention of the country*)

The authorization for the public defence was granted with the report of thesis deliberation to which have contributed:

-
-
-
-
-
-

(*surname, first name, institution of affiliation of the jury members with mention of the country*)

The thesis was defended in (*specify an official language of the EU, including French*) and, partially, in (*specify another language of the EU, including French*).

Research abroad was/were performed from..... (*date of beginning of the stay*) to..... (*date of completion of the stay*) under supervision of Prof/Dr. (*name of the supervisor in the host institution*) from (*name of the host laboratory*) of

(*Name of the host institution, address, with mention of the country*).

In good faith, the jury awards to..... (*surname and first name of the recipient*), the title of European doctorate.

Signed at , on (*place and date of the public defence*)

President of the jury:

Prof.....

Signature:

Secretary of the jury:

Prof

Signature:

Appendix 4

ELIGIBILITY CRITERIA FOR SUPERVISING A DOCTORAL THESIS

Preamble

To be admitted into the doctoral programme, the doctoral regulations of the University of Namur states among other conditions that the PhD student must have a thesis supervisor in one of the faculties of UNamur entitled to supervise a doctoral thesis. The supervisor is committed to effectively manage and personally supervise the work related to the preparation of a thesis. If the research field justifies it, the PhD student may benefit from more than one supervisors, of whom at least one is qualified for supervising a doctoral thesis at UNamur (article 9 of the doctoral regulations of UNamur).

It is crucial that the supervisor(s) are available to ensure the pursuit of the thesis for the full term of the PhD student's doctoral studies.

In addition, since the nominated thesis supervisor(s) is/are an integral part of the doctorate programme admission procedure, the field-specific doctoral commission remains the decision-making body with regards to the approval of the complete file of the PhD student and, consequently, has the right to refuse the proposed supervisor(s) if the commission deems the proposition not appropriate with regards to the direction of a PhD thesis, even if the proposed supervisor(s) meet the eligibility criteria for supervising a doctoral thesis.

Eligibility criteria for supervising a doctoral thesis

1. Criteria related to the status of the supervisor: qualified supervisor OR authorized supervisor

1.a) The following persons are regarded as competent supervisors qualified to supervise a doctoral thesis:

- members of the academic staff of UNamur with a definitive appointment; they belong either to the teaching personnel, or the scientific personnel of at least rank B;
- standing researchers from the F.R.S. - FNRS affiliated to UNamur.

1.b) The following persons are regarded as authorized promoters to supervise a doctoral thesis (*in so far that they are also qualified supervisor, as indicated*):

- members of the academic staff of UNamur in a probationary period;
- any other person who has been granted the title of Doctor obtained after the defence of a thesis or a Senior Fellow/Researcher in Higher Education.

2. Criteria related to the availability of the qualified supervisor during the full term of the PhD student's doctoral studies
 - 2.a) The supervisor must be available for the time necessary to supervise the entirety of the thesis.
 - 2.b) At the time of the admission to the doctorate, if the proposed supervisor is three years or less from his/her admission to emeritus status or his/her departure for retirement, it is the responsibility of the field-specific doctoral commission to appoint, within the supervision committee, a member (meeting the criteria of a qualified supervisor) who then officially becomes the second supervisor following the primary supervisor's admission to emeritus status or his/her departure for retirement.
 - 2.c) The co-supervision of theses by emeritus professors is governed by the provisions outlined in the statutes of the academic staff.

Appendix 5

CRITERIA FOR THE AWARD OF DOCTORAL TRAINING CREDITS

APPENDIX 5 COMES INTO FORCE IN THE ACADEMIC YEAR 2015-2016¹

Preamble

Article 1 – The doctoral training can lead to the delivery of a research training certificate awarding 60 credits of training.

These credits must be obtained in accordance with the rules described below.

The credits are awarded, necessarily, by the supervision committee when it proposes the composition of the thesis jury and a date for the private defence (article 28 of the Doctoral Regulations of the University of Namur [DRUN]); they can also be awarded during the mid-term evaluation (article 26 §2. of DRUN).

It is the responsibility of the supervision committee to check that the activities for which credits are asked took really place. The committee therefore ensures the accountability assigned to it according to article 8 of DRUN.

The certificate of doctoral training delivered to the students registered only within the doctoral training pursuant to article 15 of DRUN can be obtained only with the procedures described in this present appendix. In the appropriate cases, read “Guarantor” at each mention of the “supervision committee”. The provisions related to the mid-term evaluation, private defence, and public defence do not apply to these students.

Article 2 - §1. A project of doctoral training must be provided with the request for admission to the doctoral programme; at this stage, it will only provide specific details of the courses followed during the first year but it will present nevertheless, in a broad outline, a total project making it possible to reach at 60 credits.

The progression of the doctoral training is overseen by the Supervision committee throughout the thesis process (article 18 §2 of DRUN).

§2. Pursuant to article 117 of the decree, training activities performed after the awarding of the degree giving access to doctoral studies and before the admission to these studies may be proposed in the project of doctoral training if they were related to his/her subject of research. These activities cannot lead to more than 10 credits. However, the diplomas, titles or degrees granted after at least on year of studies performed after the awarding of the degree giving access to doctoral studies and before the admission to these studies if they were related to his/her subject of research shall be awarded 30 credits without prejudice of the limit set in article 8 of the present appendix. It is the responsibility of the field-specific doctoral commission to assess if diplomas, titles or degrees granted by institutions outside the French Community of Belgium are relevant to the subject of research. This rule applies retroactively to the PhD students who fulfil the conditions it requests and who have admitted to the doctoral studies before September 14, 2017

¹Academic Council Decision n°386 of February 23, 2015.

Article 3 - The relevant field-specific doctoral commission, or the person delegated to this purpose, validates the credits of doctoral training on the basis of the report delivered by the supervision committee.

Article 4 - The credits of doctoral training awarded by the field-specific doctoral commission pursuant to article 20 of DRUN are definitively acquired and are accounted for by the supervision committee. However, additional courses required by the field-specific doctoral commission under the terms of article 115 §1 2° of the decree do not count for the minima and maximum mentioned below.

Article 5 - The credits of doctoral training to be considered by the supervision committee are classified under three categories: “courses”, “scientific activities” and “didactic and service activities”. The credits previously acquired pursuant to the doctoral regulations of the Academy of Louvain remain so; if the first doctoral commission of specialization recognized other categories, it rests with the supervision committee to allocate these credits into the three categories herein defined.

Article 6 - The communication of the information outlined in article 14 subsection 2, article 15 subsection 3 and in article 16 subsection 2 of the present appendix must be carried out before the last day of the quarter following the PhD student's admission to the doctoral programme or that of the promulgation of the present appendix, whichever of these two dates is the latest.

Article 7 - With an aim of guaranteeing equal treatment to all the PhD students of the same field in relation to article 14 subsection 2, article 15 subsection 3 and article 16 subsection 2 of the present appendix, the relevant doctoral commission may enact uniform standards for a particular field, after approval in a joint meeting of the field-specific doctoral commissions, chaired by the Vice-Rector for Research. These provisions take effect at the time of their communication to the PhD students concerned.

The PhD students who have already received news of the decision of their supervision committee in this matter may use the decision which is most favourable for them.

1. Courses

Article 8 - It is understood by course any activity where the PhD student is in a position of a listener. The minimum for this type of courses is 10 credits. Whatever the extent of the activities of this type, the supervision committee may not authorise them for more than 30 credits.

Article 9 - The followed courses may be organized by the University of Namur (article 76 §1 of the decree) but may also be pursued elsewhere; they are the “studies” mentioned by the §3 of the same article of this decree.

Article 10 - The courses of the first cycle of studies do not constitute an advanced training within the definition of the DRUN article 14 §1.; if the supervision committee considers such a course necessary for the training of the PhD student, it must submit a justified proposal to the relevant field-specific doctoral commission, which will decide.

Article 11 - The activities organized under this heading must include classes for transversal competences approved by the University of Namur for at least 5 credits. Other doctoral classes for transversal competences approved by other accredited universities of the French Community of Belgium are understood to be approved by the University of Namur. The supervision committee may approve other activities as classes for transversal competences, if it obtains the agreement of the relevant doctoral commission.

The PhD students who were registered for the first time at the doctoral programme within the framework of the Academy of Louvain are not subjected to the obligation to attend classes for transversal competences.

Article 12 - Under article 71 §2 subsection 2^E of the decree devoted to the doctoral training, the PhD students carrying a degree of master with a research specialization (“finalité approfondie”) of the same field benefit from an automatic validation of a maximum of 30 credits for their doctoral training.

Moreover, the PhD student must get 5 credits of classes for transversal competences pursuant to article 11 of the present regulations, except if it is under the conditions described in the 3rd subsection of this same article.

Article 13 – When the credits are awarded by the authority in charge, they are taken into account by the supervision committee, which may however change the number of credits to a more appropriate figure.

The supervision committee may award one additional credit if the examination of the course has been successfully presented.

The supervision committee encourages the PhD student to present the examination at the earliest opportunity.

Article 14 - Conferences, seminars, symposiums, etc. are validated at a rate of one credit per day; the single seminars are validated at a rate of an eighth of one credit per hour.

The supervision committee may set a limit higher than the number of credits usually awarded for seminars pursued within the Faculty of the PhD student or within his or her doctoral school. If such is the case, the committee informs in writing the PhD student within the time allowed in article 6 of this present appendix and transmits a copy of its decision of to the relevant doctoral commission.

2. Scientific activities

Article 15 - In what follows, the word “conference” includes conferences, symposiums, seminars, workshops, etc.

The meaning of "scientific activities" within the present appendix covers mainly the production of public writing by the PhD student and the conferences where he/she carries out a public presentation, certain professional activities and scientific stays as described in articles 19 and 20 of the present appendix.

At least 15 credits must be obtained under this heading, excluding those possibly awarded for the success of the mid-term evaluation, private defence and public defence, each being awarded 5 credits maximum.

At the beginning of the thesis, the supervision committee informs the PhD student in writing of its intentions regarding these three decisions, within the time allowed in article 6 of the present appendix and transmits a copy of this decision to the relevant doctoral commission.

Article 16 - At the end of the thesis, the PhD students will have produced at least one publication in a journal, collection, etc., with peer-review procedures.

If in the field of the thesis, the custom is to take into account publications not yet published nor even accepted for publication, the supervision committee informs in writing the PhD student of what constitutes in its eyes a sufficient state of advancement, with respect to the appropriate time period mentioned in article 6 of the present appendix and transmits a copy of this decision to the relevant doctoral commission.

No more than 8 credits are awarded for one publication.

Article 17 - In the same way, the PhD student will have given at least, one presentation at a high level conference.

No more than 4 credits are awarded per presentation, without consideration of other presentations

validated for credits under the heading “courses.”

Article 18 - Presentations carried out at local conferences and publications that are not peer-reviewed may also be taken into account, as indicated in article 15 of the present appendix.

The supervision committee takes care that the number of credits granted is adapted with respect to the importance of the publication or presentation and to the investment of the PhD student in this publication or activity.

If a presentation carried out at the time of a conference is supported by a publication, each of them can be taken into account pursuant to articles 16 and 17 of the present appendix, as long as the total does not exceed 8 credits.

Article 19 - Professional activities undertaken at the same time as the thesis and in connection with the thesis can be taken into account for maximum 8 credits. This figure corresponds to a professional career that is relevant to the doctoral thesis and performed throughout the whole duration of the thesis.

The supervision committee ensures to respect a certain proportionality of credits during the validation process of other activities covered by this article.

Article 20 - The stays at foreign institutions may be awarded one or two credits per month, according to the assessment of the supervision committee.

The institution where the PhD student usually exerts its research activities is not a foreign institution within the meaning of the present subsection, nor is any partner institution if the thesis is carried out within the framework of a joint programme agreement.

The PhD student may not be granted more than 8 credits pursuant to the present article.

3. Didactic/service activities

Article 21 - 6 credits may be awarded for didactic or service activities; those should not necessarily have a direct relationship with the subject of the thesis. This number corresponds to the six years of the career of an assistant.

The supervision committee ensures to validate for each credit a volume of activity comparable to the annual load of an assistant when it awards credits for other didactic or service activities.

Certificate for the validation of credits for the doctoral training
(Report from the supervision committee to the relevant field-specific doctoral commission in order to write the appendix to the certificate for the doctoral training)

PhD Student: [first name SURNAME]

Domain:

Supervisor: [first name SURNAME]

Sub-Domain:

The supervision committee composed of

.....

met in Namur on [date], pursuant to the article 28 of the doctoral regulations of UNamur. After having assessed the documents submitted by the PhD student, the supervision committee proposes to award the following the credits of the doctoral training, pursuant to the appendix 5 of the doctoral regulations:

| Headings | Credits |
|---|---------|
| Courses <i>Including the general and soft skill classes² (minimum 5 credits)</i> | |
| Scientific activities <i>Including the mid-term evaluation (maximum 5 credits)</i> | |
| Didactic and service activities | |
| Total | |

- Furthermore, under the heading « scientific activities » of the doctoral training,
- The success of the private defence will be awarded credits (max 5 credits)
 - The success of the public defence will be awarded credits (max 5 credits)

Remarks

The supervision committee certifies the awarding of credits for the doctoral training
 Date and signatures

² The PhD students who were registered for the first time at the doctoral programme within the framework of the Academy of Louvain are not subjected to the obligation to attend classes for transversal competences.

Appendix 6

FORM FOR THE DESIGNATION OF A THESIS JURY

Identity of the doctoral PhD student: [first name SURNAME]

[first name SURNAME]

Date of admission to the doctoral programme: __/__/20...

Thesis title:

.....

.....

.....

Field-specific doctoral commission (delete as appropriate):

- "Human and Social Sciences" field of studies
- "Health, Sciences and Technology" field of studies

Composition of the supervision committee

| | Surname, first name and title | Supervisor (yes/no) | University | Email address |
|---|-------------------------------|---------------------|------------|---------------|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |

Minutes of the meeting of the supervision committee on __/__/20...

After having checked the progress of the research work and the doctoral programme, the Committee

- estimates that the research work of the PhD student is completed;
- takes note that the doctoral programme of 60 credits is acquired in conformity with the regulations in force.

In addition to the president appointed by the Dean and the supervisor who is the secretary under the provisions of these regulations, the committee proposes the **following composition for the thesis jury**:

| | Surname, first name and title | University | Email and postal address |
|---|-------------------------------|------------|--------------------------|
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |
| 6 | | | |

Private defence is planned for __/__/20...

Possible remarks addressed to the field-specific doctoral commission:

This decision and proposal are transmitted to the field-specific doctoral commission and to the PhD student.

Signature of the supervision committee members

| Member 1 | Member 2 | Member 3 | Member 4 | Member 5 |
|----------|----------|----------|----------|----------|
| | | | | |

Validation by the field-specific doctoral commission

The commission validates

- the composition of the jury and submits it for approval and completion to the Dean of Faculty of
- The proposal to award 60 credits of the doctoral training based on the recommendation of the supervision committee.

For the commission, the secretary:

| Surname, first name | Date | Signature |
|---------------------|------|-----------|
| | | |

Validation by the faculty

Verification by the faculty secretariat:

Is the PhD student enrolled on the doctoral programme for the year ____/____ and has paid the appropriate registration fees?

- Yes
 Not

Namur, on ____/____/20...

Opinion of the Dean of Faculty

- Favourable
 Unfavourable

The Dean designates Prof.as the president of the jury.

| |
|----------|
| Remarks: |
|----------|

The Dean,

| Surname, first name | Date | Signature |
|---------------------|------|-----------|
| | | |

Designation of the members of the jury by the Rector

Invitation of the members of the jury by the Rector at the latest 20 working days before the date of the private defence

Signed at Namur, on ____/____/20...

Appendix 7

CONFIDENTIALITY AGREEMENT

I undersigned,

.....
.....

(Last Name, First Name, Job Title)

State to be a member of the jury in charge of the evaluation of Mr/Ms/Mrs 's PhD thesis entitled:

.....
.....

As a jury member, I declare that I received a copy (either paper and/or electronic) of the thesis referenced hereabove.

I certify to maintain the most absolute secrecy on all information and documents received until

The following information are not be considered as confidential:

- information which the receiver can prove that he already had access to before they were communicated to him and that he did not obtain them, directly or indirectly, from the disclosing party;
- information which are part of the public domain.

Done in, on the

(Signature)