Roadmap to a PhD

Summary

What & Why?
- Draws up rules and regulations for PhDs in the Science, Engineering and Technology (SET) group and coordinates the doctoral programme, including joint and dual doctoral agreements.

Who?
- [Contact link]

What & Why?
- Decides about the admission of applicants & approves the composition of the Supervisory & Examination Committees
- Monitors the progress of the PhDs and the doctoral training programmes by approving the progress reports
- Meets on a monthly basis (except for July and August): [Contact link]

Who?
- 1 representative professor per department + 2 PhD representatives

General overview of the milestones in a PhD

For every milestone you need to submit a document in KU Loket: www.kuloket.be, at tab 'Research', under 'PhD progress'.

In case you have a provisional status, check out [Contact link].

Contact: phd.engineering@kuleuven.be

AdS: Arenberg Doctoral School
ADS

FDC: Doctoral Committee of the Faculty of Engineering Science
FDC

Latest version: [Contact link]

Version: [Date]
Summary

What & Why?
- Draws up rules and regulations for PhDs in the Science, Engineering and Technology (SET) group and coordinates the doctoral programme, including joint and dual doctoral agreements.

Who?
- http://set.kuleuven.be/phd/contact.htm

What & Why?
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General overview of the milestones in a PhD

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In case you have a provisional status, check out http://set.kuleuven.be/phd/sap/prov-prog.

Contact: phd.engineering@kuleuven.be
**Throughout PhD: reporting**

**Why?**
- The supervisory committee (SC) provides feedback and input to the PhD candidate. Its members also check the academic competence, research performance and whether it is realistic to complete the PhD within the given time frame.

**What to report about?**
1. Results already obtained and activities planned
2. Publications and participation in conferences/meetings
3. Contribution to education
4. Status doctoral training: finished and planned courses (total min. 6 ECTS)
5. General time schedule of PhD

**When?**
- First oral presentation to supervisory committee: within 9 months
- Written midterm report: within 21 months
- Second oral presentation to supervisory committee: within 36 months
- Doctoral diary: to be approved by your departmental FDC representative before submitting in KU Loket, within year 4+

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**Compose supervisory committee (SC)**

**What & Why?**
- Keeps track of the progress of the research
- Draft blueprint of doctoral training

**What & Why?**
- Train doctoral researchers by providing a training programme that both addresses academic and generic skills
- Overview of all planned activities and courses to be followed

- Minimum 6 ECTS credits, of which minimum 2 ECTS generic skills:
  - 1 ECTS = 25-30h; 1 day = 1/3 ECTS
  - Language courses count for max. 2 ECTS
- Mandatory lectures/workshops do not count towards these 6 ECTS
- Can be modified at any time during the course of your PhD
- In case of death, contact your departmental FDC representative

**Mandatory lectures/workshops**

**What?**
1. Seminar scientific integrity
   - http://www.kuleuven.be/research/integrity/culture/phdlecture
2. SWEET2 Teacher assistant training:
   - http://eng.kuleuven.be/onderwijs/SWEETT

**Composition:** in consultation with your supervisor
- 1 supervisor + (cosupervisor(s)) + minimum 2 assessors
- Majority professors
- Professors from at least 2 different research groups of the SET group
- To be approved by the FDC

**Compose examination committee (EC)**

**What & Why?**
- Evaluates the candidate and the PhD thesis during the preliminary and public defences

**Composition:**
- Chair: appointed by the faculty and added later
- Supervisor + (cosupervisor(s))
- Additional members (at least 4):
  - assessors (at least 1)
  - new members (at least 2)

**Additional members must meet the following criteria:**
- Majority professors
- At least 2 members belong to KU Leuven
- At least 1 member does not belong to KU Leuven

**To be approved by the FDC**

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**Final phase: after completion of all reporting mentioned before**

**Submit PhD thesis to examination committee**

**Preliminary defence**
- To be approved by your departmental FDC representative before submitting in KU Loket
- Is a summary of the thesis

**Practicalities preliminary defence**
- Inform faculty administration about date, time and place: phd.engineering@kuleuven.be
- http://eng.kuleuven.be/english/phd/preliminarydefence

**Public defence**
- General audience presentation of 45 minutes

**Practicalities public defence**
- Add 4 summaries of the thesis in KU Loket
- Archive PhD thesis digitally in Lirias
- Hand in 2 hard copies at the faculty administration

**PhD thesis**
- To be approved by your departmental FDC representative before submitting in KU Loket

**Doctoral diary**
- To be approved by your departmental FDC representative before submitting in KU Loket

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**First oral presentation to supervisory committee**

**Written midterm report**

**Second oral presentation to supervisory committee**

**Final presentation to examination committee**

**Public defence**
- General audience presentation of 45 minutes
Throughout PhD: reporting

Why?
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What to report about?
1. Results already obtained and activities planned
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  - Within 9 months
- Written midterm report
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- Second oral presentation to supervisory committee
  - Within 36 months
- Doctoral diary
  - To be approved by your departmental FDC representative before submitting in KU Loket
  - Within year 4+

Compose supervisory committee (SC)

What & Why?
- Keeps track of the progress of the research
- Draft blueprint of doctoral training

Composition: in consultation with your supervisor
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Additional members must meet the following criteria:
- Majority professors
- At least 2 members belong to KU Leuven
- At least 1 member does not belong to KU Leuven: provide contact information including email and weblink (academic members) or CV (nonacademic members)

To be approved by the FDC

Submit PhD thesis to examination committee

Submit final PhD thesis to examination committee

Preliminary defence
- To be approved by your departmental FDC representative before submitting in KU Loket
- Public audience presentation of 45 minutes
- Questions by EC and audience
- EC (conditionally) approves or rejects the PhD thesis and decides on the further time schedule

Preliminary defence
- To be presented to the KU Leuven’s thesis committee of the thesis
- Public defence
- General audience presentation of 45 minutes
- Questions by EC and audience

Mandatory lectures/ workshops

What:
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- SWEET Teacher assistant training
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Mandatory lectures/ workshops

What:
- June 2023 workshop
- SWEET Teacher assistant training

Composition: in consultation with your supervisor
- 1 supervisor + (cosupervisor(s)) + minimum 2 assessors
- Majority professors
- Professors from at least 2 different research groups of the SET group

To be approved by the FDC

Practica/ preliminary defence
- Inform faculty administration about date, time and place: phd.engineering@kuleuven.be
- http://eng.kuleuven.be/english/phd/preliminarydefence

Practica/ public defence
- Add 4 summaries of the thesis in KU Loket
- Archive PhD thesis digitally in Lirias
- Hand in 2 hard copies at the faculty administration
- http://eng.kuleuven.be/english/phd/publicdefence
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Summary


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