



**Economics**  
School of  
Louvain

## **VADEMECUM FOR THE DOCTORAL PROGRAM IN ECONOMICS**

(September 2021 version)

### **Quick links:**

A Ph.D. at UCL:

<https://uclouvain.be/en/research/valodoc/about.html>

UCL Doctoral Regulations:

<https://uclouvain.be/en/research/valodoc/doctoral-regulations.html>

A Ph.D. at ESPO: <https://uclouvain.be/fr/facultes/espo/gestion-doctorats.html>

A Ph.D. at the Economics School of Louvain:

<https://uclouvain.be/en/faculties/espo/esl/ph-d-esl.html>

UCL Doctoral Regulations:

<https://uclouvain.be/en/research/valodoc/doctoral-regulations.html>

A Ph.D. at the Economics School of Louvain:

<https://uclouvain.be/en/faculties/espo/esl/ph-d-esl.html>

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## **Disclaimer :**

*The Vademecum draws primarily on the Doctoral regulation of UCL from September 15th 2014. It also includes decisions ("dispositions particulières") and jurisprudence made by the CDD of Economics (ESL).*

However, note that this document is provided for informational purposes only and is not part of the UCL doctoral regulation (<https://uclouvain.be/en/research/valodoc/doctoral-regulations.html>).

The original documents (UCL Doctoral Regulations + "Dispositions Particulières) supersede this vademecum in case of ambiguity.

## **Preface :**

The Ph.D. in economics at UCL prepares candidates for research and teaching positions in the academia but also in private and public organizations across the world.

The Ph.D. program is built as a training program equivalent to 180 ECTS. This vademecum aims at informing candidates about the institutional frame of the Ph.D. in Economics at UCL.

It explains the rules they will have to follow through the whole curriculum that includes four main steps: the admission, the confirmation, the private defense and the public defense.

The vademecum also provides guidelines for the doctoral training program and the dissertation and candidates will also be able to find some information about tuition fees and funding opportunities.

Every Ph.D. student must carefully read this vademecum, in order to be adequately prepared for each important step (admission, confirmation, private defense and public defense) of his Doctoral Program.

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# I Introduction

This Vademecum summarizes several regulations, rules and procedures governing the doctoral studies in economics at UCL. In addition, it provides some other useful information on the doctoral processes and programs. However, note that this document is provided for informational purposes only and is not part of the UCL doctoral regulation. The original documents in French supersede any translations into English in case of ambiguity.

The outline of the Vademecum is as follows:

Section 1 is the Introduction

Section 2 provides an overview of the terms used and defines the decision makers and bodies in the process,

Section 3 describes the 4 main steps of the doctoral curriculum (pre-admission/admission, confirmation, private defense and public defense),

Section 4 describes the doctoral school as well as the courses and the activities that constitute the research training program,

Section 5 is devoted to the financing of doctoral studies.

## 2 Definitions

Below, some key terms, roles and decision-making bodies are defined accordingly to their purposes within the doctoral program in economics.

### 2.1 Doctoral program

The doctoral program in economics is a third cycle educational program directed by the Bologna treaty and the Decree of 31/03/2004 which define higher education and promote its integration into the European Higher Education Area. It also states the financing of the universities that belong to the French Community of Belgium (“Communauté Française de Belgique”).

For the PhD students registered after 14/09/2014, the Decree of 07/11/2013 - which defines the scope of higher education and the academic organization of studies in the French Community of Belgium (“Communauté Française de Belgique”) applies.

It consists of 180 ECTS divided as follow:

1. the writing, the editing and the defense of a doctoral dissertation corresponding to at least 120 ECTS, and
2. a research training program (equivalent to a minimum of 60 ECTS) that includes both courses, workshops and individual scientific training activities.

The program is open to any person holding a recognized Master’s degree (120 ECTS) obtained with a grade of minimum 14/20 (“Distinction”) OR a diploma equivalent to 300 Credits/ECTS (which will have to be valorised by our Registration Office AND the Doctoral Commission). Specific additional requirements apply according to the Doctoral Commission of each subject (see below).

The degree of Doctor of Philosophy (PhD) is obtained after passing the (private and public) defense of a PhD thesis that should outline the quality and the originality of the research as well as the candidate’s ability to communicate about his/her area of expertise.

### 2.2 CODOL

The UCL Doctoral Committee is responsible for all of the matters related to the Doctoral Program. Its task is to draft and implement the doctoral regulations; it also acts as an arbitrator as well as an appeal body in the event of any dispute. It also provides a forum for discussing specific PhD-related matters.

CODOL is chaired by the Pro-Rector for Research and is composed of the Chairs of each domain-specific doctoral committee and of one representative of the Junior Academic Staff. The PhD Administrative Coordinator acts as Secretary.

The CODOL contact is Mrs Sophie Leclère (UCL/ADRE)  
[doctorat-adre@uclouvain.be](mailto:doctorat-adre@uclouvain.be)>

### 2.3 CDD Economics and Management Sciences

The Doctoral Commission of the Domain (CDD) “Economics and Management” is mandated by the CODOL to supervise the different steps of the doctoral program

processes, to authorize the candidate to pass onto the following stage of his/her training and to solve potential conflicts amongst a PhD student and his/her supervisor.

#### 2.4 Doctoral Bureau in Economics

The CDD “Economics and Management” is divided in 2 Doctoral Bureau’s: The doctoral Bureau in Management (LSM) and the Doctoral Bureau in Economics (ESL), each of them responsible of the whole PhD program in its field.

The Doctoral Bureau in Economics website:

<https://portail.sipr.ucl.ac.be/en/faculties/espo/esl/ph-d-esl.html>

The Doctoral Bureau in Economics main contact for all PhD in Economics matters is the doctoral administrator: Ms Isabelle Portzenheim:  
[isabelle.portzenheim@uclouvain.be](mailto:isabelle.portzenheim@uclouvain.be), +32 10 47 39 54

### 3 Stages in the doctoral process

The doctoral process consists of four main stages: 1) the (pré-)admission, 2) the confirmation, 3) the private defense and 4) the public defense.

*Note that an admission (a pre-admission valid for a year only or a definitive admission) is necessary to undertake activities included in the doctoral program, no credit is awarded for any activity undertaken prior to the (pre-)admission stage.*

This chapter describes these 4 stages in detail.

#### 3.1 Academic admission criteria

Table 2 Diplomas accepted for applying for the PhD program in Economics:

<b>Degrees allowing to apply for a PhD program <i>WITHOUT</i> complementary training*</b>	<b>Degrees allowing to apply to a PhD program <i>WITH</i> complementary training**</b>
Master 120 in Economics from a French – speaking Belgian (FWB) university	Master 120 from a French – speaking Belgian (FWB) university in a different field
Other (including foreign) degree judged equivalent to a Master 120 in Economics from a Belgian (FWB) university	Master 120 in a different field from another (including foreign) university

\* *Complementary training* can be imposed during the *PhD program* to a student with a professional Master’s degree 120 ECTS in Economics

\*\*A student with a Master’s degree 120 ECTS obtained with honors or equivalent in a different field may be granted access after validating up to 60 ECTS of graduate coursework in economics or equivalent. The decision belongs to the Doctoral Bureau in Economics.

**Please note that:**

- the CDD, after studying the application form submitted, is the only entity entitled to decide of the admission (or not) to our PhD program.
- your Master degree (or equivalent) (obtained with “Honors” – min 70%)

#### 3.2 Pre-Admission

##### 3.2.1 Purpose of the Pre-Admission

The pre-admission is an optional step, primarily intended to provide the necessary time to accomplish the administrative, financial and social stages involved in the integration in a new research environment.

It allows qualified candidates to hold an official document confirming their admission to our Phd Program, which is needed (for example) when applying for scholarships, when organising project funding, when requesting a visa and/or a work permit... Pre-admission also formalizes the beginning a doctoral program that has not yet converged on a specific subject or the full composition of a supervisory panel.

The decision to pre-admit a candidate is taken by the Doctoral Bureau in Economics. A pre-admission is valid for a maximum of 12 calendar months and authorizes the candidate to:

- Define and prepare a thesis proposal under the guidance of the supervisor (mentor).
- Define and propose a program for individual research training in collaboration with the supervisor. *Note that credits are awarded for courses and reading seminars during the period of pre-admission.*
- Identify and establish a scientific collaboration with the supervisor, including the necessary contacts to compose a supervisory panel.

### 3.2.2 Pre-admission application

The following elements must be included in the electronic admission file (**PDF, in a single file** or it won't be considered).

1. Identity, full name (scanned copies of identity card and/or passport)
2. Contact information (address, telephone and email)
3. CV and copies of obtained university degrees
4. Proof of completion of Master's degree in Economics equal to 120 ECTS with honors or equivalent, accomplished undergraduate and graduate university studies of at least 300 ECTS in total. A student with a Master's degree 120 ECTS obtained with honors or equivalent in a different field may be granted access after validating up to 60 ECTS of graduate coursework in economics or equivalent. The decision belongs to the Doctoral Bureau in Economics.
5. Letter of support from a faculty member to act as a permanent supervisor (see point 3.3.1.1)
6. Research proposal (see point 3.3.1.2)
7. Proposal for a research training program (see point 3.3.1.4)
8. If needed proof of completion of compulsory courses or equivalent (see point 3.3.1.4)
9. The candidate must be able to demonstrate an English proficiency equivalent to the B2 level of the Common European Framework of Reference, or to the 567 level of the TOEFL® PBT test, 87 of the TOEFL® iBT test or 6 of the International English Language Teaching System (IELTS). The proof of proficiency may be asked.

The pre-admission application

(<https://uclouvain.be/fr/facultes/espo/formulaires.html>) has to be sent to the Doctoral Bureau in Economics administrator ([isabelle.portzenheim@uclouvain.be](mailto:isabelle.portzenheim@uclouvain.be)) in an electronic format (**PDF, in a single file** or it won't be considered).

The Doctoral Bureau in Economics meets every quarter (see date: <https://uclouvain.be/fr/facultes/espo/economie-ti.html>) in order to study and validate (or not) the information contained in the pre-admission application in terms of "admissibility" as a PhD student. The Bureau confirms its decision in writing to the candidate, his/her supervisor(s) and the University Registration Office.

### 3.2.3 Pre-admission administrative registration

Following the approval by the Doctoral Bureau, the candidate who receives a written authorization to register as a doctoral student with a "pre-admission" status for up

to 12 months, has to register himself as a student at our central services (SIC: <https://uclouvain.be/fr/etudier/inscriptions>).

The PhD student has to pay the annual administrative fees that is due: “UCL tuition fees”: <https://uclouvain.be/en/study/inscriptions/tuition-fee.html>

### 3.3 Admission

The admission to the doctoral school is the first mandatory step to take within the doctoral process. The admission application (<https://uclouvain.be/fr/facultes/espo/formulaires.html>) has to be sent to the Doctoral Bureau of Economics administrator ([isabelle.portzenheim@uclouvain.be](mailto:isabelle.portzenheim@uclouvain.be)) in an electronic format (PDF, **in a single file**) or it won't be considered.

#### 3.3.1 Admission application

The following elements must be contained in the electronic admission file (PDF, **in a single file** or it won't be considered):

1. Identity, full name (scanned copies of identity card and/or passport)
2. Contact information (address, telephone and email)
3. CV and copies of obtained university degrees
4. Proof of completion of a Master degree in Economics (alt. M.Sc. in Economics) 120 ECTS with honors or equivalent: accomplished undergraduate and graduate university studies of at least 300 ECTS in total. A student with a Master's degree 120 ECTS obtained with honors or equivalent in a different field may be granted access after validating up to 60 ECTS of graduate coursework in economics or equivalent. The decision belongs to the Doctoral Bureau in Economics.
5. Letter from a faculty member agreeing to act as the thesis supervisor. (see point 3.3.1.1)
6. Letters (or e-mails) from each member of the supervisory panel agreeing on being part of it
7. Research proposal (see point 3.3.1.2)
8. A research training program proposal (see point 3.3.1.4)
9. If needed proof of completion of compulsory courses or equivalent (see point 3.3.1.4)
10. The candidate must be able to demonstrate an English proficiency equivalent to the B2 level of the Common European Framework of Reference, or to the 567 level of the TOEFL® PBT test, 87 of the TOEFL® iBT test or 6 of the International English Language Teaching System (IELTS). The proof of proficiency may be asked.

##### 3.3.1.1 The supervisor

A senior faculty member (professor or permanent senior researcher, member of the UCL) with a doctoral degree is eligible to supervise doctoral research within a given scientific domain. A thesis may be supervised by two faculty members (co-supervision), provided both are eligible to supervise doctoral students and that at least one is a faculty member of UCL. A soon-to-be retired professor (within the last 3 years prior to /her retirement date) can be chosen as a Supervisor but must supervise the thesis jointly with another supervisor. Which means that a retired faculty member (*emeritus*) may continue supervision for candidates admitted before his/her retirement date if (and only if) a co-supervisor is elected.

The thesis supervisor(s) must write and sign a Letter of Support to confirm his/her commitment in supervising the PhD student and his/her project until completion.

**Without a Letter of Support from an eligible supervisor in the file, the application will be rejected by default.**

### 3.3.1.2 *The research proposal*

The research proposal is a document edited in English or French using a specific format and includes the following contents (between 3 and 5 pages):

1. Tentative thesis title
2. Goals/Purposes summary or the project research main questions, including a motivation statement and originality of the chosen topic within the field of economics.
3. Short state-of-the-art literature review of recent work related to the research project.
4. Methodological statement sufficiently detailed in order to enable an assessment of its relevance in regards of the stated main research questions.
5. Scientific bibliography
6. Tentative project plan outlining human, material and financial resources necessary to complete the project.

### 3.3.1.3 *The supervisory panel*

The supervisory panel is suggested by the supervisor(s) and is composed of at least two other eligible faculty members (\*), whereof at least one member is external to the research group of the supervisor(s). The voluntary members of the thesis committee are committed to provide continuous guidance to the candidate during the project, meeting at least once annually with the supervisor(s) and the candidate to discuss the thesis orientation and progress. The prior consent of the supervisory panel members to be part of the panel must be asked by the supervisor. The Doctoral Bureau may suggest changes in the composition of the supervisory panel to better suit the project and candidate. The CDD has to approve the supervisory panel.

(\*) the candidate may suggest a member from another university.

### 3.3.1.4 *The research training program*

The proposal for the training program is elaborated jointly by the candidate and the supervisor(s) with the sole purpose to conceive a package that is tailor-made for the scientific needs of the candidate and of his/her project. The objective of such program is to provide not only the technical skills to write the thesis but also a general training in economics. **Such a program will be built through the whole PhD process..** The projected doctoral training has to be specified in the grid and has to be joined to the admission form: <https://uclouvain.be/fr/facultes/espo/formulaires.html>

This doctoral training is composed of minimum 60 ECTS divided if several categories as follow:

#### A.1. Courses & seminars:

- A.1.1."Compulsory courses" are part of your doctoral training and must be passed before your confirmation step if they haven't been credited before starting your Phd (during the research master for example), These courses are:

- [LECON 2111 \(5 ECTS\)\\*](#) Advanced microeconomics I
- [LECON 2121 \(5 ECTS\)\\*](#) Advanced macroeconomics I or [LECON 21 \(5 ECTS\)\\*](#) Advanced macroeconomics II
- [LECON 2131 \(5 ECTS\)](#) Advanced econometrics I or [LECON 2602 \(5 ECTS\)\\*](#) Advanced Econometrics II

\* or equivalent (to be justified in an annex: title of the course, place, year, table of contents, Proof of completion)

- [A.1.2. "Advanced courses"](#)
- [A.1.3 "Seminars"](#)

## **A.2. Communication**

- [A.2.1. Publication in scientific peer-reviewed journal \(JUFO ranking\) \(publications, Conferences, Seminars, Colloquium, Workshops ...\)](#)
- [A.2.2 Conférences, Seminars, Colloquium and Workshops](#)
- [A.2.3. Lectures and Invited Visits](#)
- [A.2.4. Scientific Events](#)

## **A.3. Activities of services**

- [A.3.1. Teaching Assistance: min 60h and a minimum of two courses](#)
- [A.3.2. Assistance with a Master Thesis or Co-promotion](#)
- ["A.3.3. International Cooperation: stay and min 10 h of teaching in a developing country](#)
- ["A.3.4. Refereeing a "A,B,C type" journal, straight invitation by Editor only and by report](#)

## **A.4. Confirmation step**

You are entitled to follow doctoral courses in a different institution if approved by the Doctoral Bureau of Economics. There are two doctoral schools in Fédération Wallonie Bruxelles recognized as a Graduate School in Economics by FNRS,

- the Doctoral School of Economics formed by UCL, Université de Namur and Université de Saint-Louis – Bruxelles
- the Doctoral School of Economics formed by ULg, UMon, and ULB.

The role of these doctoral schools is twofold;

(i) to provide an organized set of training activities leading to the best possible preparation and conduct of internationally recognized research in economics, (ii) to socialize doctoral candidates into a research-driven environment through close contacts with faculty members. PhD students registered to these universities are allowed to follow doctoral courses and seminars organized by the two doctoral schools.

You need to register to a course through your personal online account, if you encounter any issue, please contact Ms Solange Dujardin: [solange.dujardin@uclouvain.be](mailto:solange.dujardin@uclouvain.be)

Program of doctoral courses:

<https://uclouvain.be/en/faculties/espo/esl/doctoral-courses.html>

### 3.3.2 Application contact, deadlines and process

The electronic application file has to be sent by email to the Doctoral Bureau administrator ([isabelle.portzenheim@uclouvain.be](mailto:isabelle.portzenheim@uclouvain.be)) in an electronic format (PDF, **in a single file or it won't be considered**).

The CDD reviews the admission applications according to a calendar available on the website: <https://uclouvain.be/fr/facultes/espo/economie-ti.html>

The Bureau confirms its decision in writing to the candidate, his/her supervisor(s) and the University Registration Office.

### 3.3.3 Administrative registration

Following the approval by the CDD, the candidate has to register as a PhD student at the UCL registration office (SIC: [https://uclouvain.be/fr/etudier/inscriptions\\_or\\_https://uclouvain.be/en/study/inscriptions/tuition-fee.html](https://uclouvain.be/fr/etudier/inscriptions_or_https://uclouvain.be/en/study/inscriptions/tuition-fee.html))

Each year, the doctoral student re-enrolls before the 30/09.

## 3.4 Confirmation (Mid-Term Evaluation)

The confirmation proof is a mandatory mid-stage step within the whole doctoral process. Its purpose is to assure adequate progress towards the thesis defense in order to meet the statutory goals set in terms of time and of quality. The confirmation serves several purposes.

First, the confirmation is the critical stage where the candidate has to convince his/her supervisory panel about the prospects of achieving the thesis as initiated. If succeeding his confirmation proof, the candidate gets an endorsement from the supervisory panel to continue the research along the undertaken direction until the private defense (at least one year later).

Second, the confirmation is the opportunity for the supervisory panel to set precise goals for the candidate and his project, based on his first couple of years of research. These guidelines are crucial to focus the thesis on fruitful areas such as scientific contributions, opportunities for publication and/or data availability...

Third, the progress and the status of the research at the confirmation step allows the supervisory panel to identify potential barriers/gaps in the realization of the project. These could be due to material resources (access to financial resources, tools, etc) and/or human resources (personal capacity of the candidate to master parts of the methodology, supervisory capacity, networks, etc). The guidelines resulting from the confirmation proof should address any potential barriers identified as to ensure that the objectives can be achieved in due time with the highest quality.

### 3.4.1 Deadline

Within 24 calendar months from the definitive admission to the doctoral program by the CDD, the candidate should pass the confirmation stage. The CDD may extend the delay if justified by the supervisor for *exceptional circumstances*. Note that for FNRS, FSR and many other fellowships, the renewal report after the first two-years of research, requires a successful confirmation proof validated by the CDD. For teaching assistant, the second contract renewal requires a passed confirmation stage too.

### 3.4.2 Process

The confirmation step is organized at a time and a location that suit the candidate and his supervisory panel. It involves several elements:

1. **At least 1 month prior** to the intended confirmation date, the candidate or the supervisor informs the Doctoral Bureau in Economics (via the administration, Isabelle Portzenheim [isabelle.portzenheim@uclouvain.be](mailto:isabelle.portzenheim@uclouvain.be) ) about the upcoming event.
2. The candidate or supervisor may request the presence of a member of the Doctoral Bureau at the confirmation. Analogously, the Doctoral Bureau may signal their intention to assist at the confirmation. In both cases, the Doctoral Bureau will coordinate with the supervisory panel as to find a suitable date for the confirmation.
3. Unless a request has been made as of (2), the supervisor informs the Doctoral Bureau about the date of the confirmation proof.
4. Two weeks prior to the confirmation, the candidate submits his Confirmation Proof Form (<https://uclouvain.be/fr/facultes/espo/formulaires.html> ) duly filled out, a written report or authored article(s), showing progress of his research project. The minimum requirement is to have achieved a thorough literature review and to have specified the research's methodological frame. If an article is submitted/published, a short written note should document the position of the article within the thesis proposal. The work scheduled ahead should also be described.
5. At the confirmation, the PhD student has to make an oral presentation (20 minutes) of his completed and of his future work.
6. After his presentation and the discussion that follows amongst all the members, the supervisory panel (and possible members of the Doctoral Bureau) deliberates upon the confirmation's conclusions.
7. The confirmation report (PV) is written by the supervisor and signed by him and all members of the supervisory panel.
8. The Confirmation Proof Form submitted by the PhD student also has to be signed by all his supervisory panel members.
9. These 2 documents (original versions) have to be submitted to Doctoral Bureau (via the PhD administrator, [isabelle.portzenheim@uclouvain.be](mailto:isabelle.portzenheim@uclouvain.be)) for validation request. The request must include the 2 following:
  - a. The ECTS grid (<https://uclouvain.be/fr/facultes/espo/formulaires.html>) duly completed with the credits requested to be validated in regards of the doctoral program
  - b. The justifications of the activities allocating credits (ECTS) that have to be validated

The Doctoral Bureau validates the result of the confirmation proof, the number of credits allocated and informs the PhD student and the supervisor(s).

In the event of failure, the Bureau can define a period of maximum 12 months within which the candidate may present his confirmation proof again (only once).

### 3.5 Doctoral defense

The private defense can be scheduled at the earliest one year after successfully passing the confirmation proof.

The organisation of the defenses can be of 2 types:

- type "1": public defense happening at least 1 month after the private defense (See point 2.5. First method for organising private defense and public defense of

the UCL Doctoral Regulations: <https://uclouvain.be/en/research/valodoc/doctoral-regulations.html>)

- *type “2”*: public defense happening less than 1 month after the private defense” (See: *point 2.6. Second method for organising private defense and public defense of the UCL Doctoral Regulations*: <https://uclouvain.be/en/research/valodoc/doctoral-regulations.html>).

n.b.: this formula must remain exceptional and must be justified to the Doctoral Bureau by the thesis Supervisor(s).

The supervisory panel decides the type of the defense scheduled and this should be specified on the form outlining the suggested composition of the board.

### 3.5.1 Doctoral jury

The specific PhD examination board/ Jury is appointed for the final thesis stages (private defense and public defense). Except in the case of exceptional circumstances (which must immediately be related to the Bureau and ADRE in order to take an adapted decision), no changes can be made to its composition or to its members' roles.

#### 3.5.1.1. Steps:

When the supervisory panel considers that the candidate's work and doctoral research training are satisfactorily completed, the supervisor(s) can submit the composition of a doctoral jury to the Dean of the Faculty and to the Rector of the UCL, who formally appoints the jury members.

This jury's composition proposition has to be sent, minimum 6 weeks prior to the Private Defense, to the ESPO Doctorate administrator: [isabelle.portzenheim@uclouvain.be](mailto:isabelle.portzenheim@uclouvain.be). who will submit it to the Dean and then to ADRE/Rector for approval AFTER validating the status of the PhD confirmation proof and verifying his/her UCL registration status as well as the payment of his tuition fees.

Upon approval of the jury composition by the Rector, the Doctoral Bureau transmits a copy to the candidate and the supervisor(s).

#### 3.5.1.2. How to compose a Jury:

-> See 2.4. *Formation of specific PhD examination board of the UCL Doctoral regulation*: <https://uclouvain.be/en/research/valodoc/doctoral-regulations.html>

The PhD examination board/jury must be composed of at least five members (including the Chair and the Secretary) who hold doctorates or are acknowledged as having a high level of expertise in the relevant field of research (this expertise must be recognized by the Doctoral Bureau of Economics and ADRE). The chair is a member of the University's academic staff, who may not be one of the thesis supervisors. It must include the research supervisor(s) and external examiners from outside the University, selected for their specific expertise in the subject matter of the thesis being defended.

### 3.5.1.3 Jury of a Joint Doctoral Program:

When a student is on a Joint Doctoral Program (Cotutelle), a joint examination board will be appointed for the two institutions concerned and must have been approved by both universities (please see the modalities settled in your JSA regarding the appointment of the jury). Both institutions will be equally represented and there must be at least one external member. The positions of “Chair” and of “Secretary” of the examination board must be equally allocated amongst the two institutions.

### 3.5.2 The private doctoral defense

The examination board comes to a joint decision on the date of the private defense, in agreement with the doctoral student. No later than one month before the date chosen, the candidate submits the provisional manuscript of his/her thesis to the board members; this may be an original dissertation, or an essay accompanied by a coherent set of publications and other work of which the doctoral student is either the author or the co-author, or a dissertation centred on a project or other work that he/she has authored or co-authored. These documents can be in French or in English or, if the subject matter of the thesis justifies it, in another language agreed by the board.

All jury members must be present at the private defense (videoconference is authorized). For unforeseen reasons, if one member can not be present, the doctoral Bureau has to be informed straight away in order to agree (after consulting ADRE) on applying the exceptional procedure. This exceptional measure allows the unavailable jury member, to send a written report prior to the defense to the jury chairman in order to give his/her reasoned opinion on the value of the thesis and a list of questions to ask to the candidate.

The private defense will start with a short oral presentation (30 min), the jury will then discuss the text submitted as well as the research results with the candidate. At the end of the private defense, the jury deliberates and comes to a conclusion about the admissibility of the thesis. The chairman of the jury documents the following decisions at the defense:

- a. Admissibility (or not) of the thesis.
- b. If the thesis is deemed inadmissible, the board sets a time limit for a new private defense.
- c. If admissible, a summary of the requested modifications that have to be made prior to publishing the thesis and presenting the public defense. If the thesis is deemed admissible subject to amendments being made to the manuscript, the supervisor(s) is/are instructed to check and approve these amendments before the date of the public defense. It should not take more than the equivalent to three months' full-time work to make these amendments (see Doctoral Regulations point 2.5.1.3). Otherwise, a new private defense must be organized.
- d. Approximate date of the public defense, at least a month after the private defense.
- e. The jury has to approve and sign the completion of the (minimum) 60 ECTS stated on the candidate's personal grid (which must have

been approved by the Doctoral Bureau, based on the accurate justifications, prior to the Private Defense).

All the jury members, by signing the Private Defense's minutes, declare they agree with its content.

The result of this deliberation is communicated orally immediately to the candidate and the "minutes" (<https://uclouvain.be/fr/facultes/espo/formulaires.html>) signed is returned to the Doctoral Bureau by the Jury's Secretary.

### 3.5.3 Process prior to the public defense

The candidate prepares the new thesis draft along with a short document summarizing the implementation of the changes, he resubmits it to the supervisor for approval. Once the modifications are approved and that a date has been agreed on by all the jury members, the thesis supervisor sends an email to the Doctoral Bureau Administrator ([Isabelle.portzenheim@uclouvain.be](mailto:Isabelle.portzenheim@uclouvain.be)) in order to confirm the date of the public defense to the Bureau members. The PhD student must contact Isabelle Portzenheim in order to organise the formalities (publishing, room and togas reservation, defense announcement...) that need to be done prior to the defense.

Two weeks prior the public defense, the candidate must also submit his thesis to DIAL : <http://dial.uclouvain.be/Home/>. In order to do so, he must submit 2 original copies of the "Dial Doc" – (<https://uclouvain.be/fr/facultes/espo/formulaires.html>) to the Doctoral Bureau Administrator/Isabelle.portzenheim@uclouvain.be, who will submit to ADRE for approval. Once the public defense announcement is sent to the ESPO community (by I. Portzenheim), Mrs Marie-Paule Dewit sends him/her the access needed to submit an electronic copy of the thesis (this is compulsory and has to be done prior to the public defense).

The PhD student candidate must provide a printed copy of the latest approved version of his thesis to all jury members, at least two weeks before the public defense, either by email prior to the public defense or at the public defense itself. He should also provide two copies to the Bureau Administrator.

ESPO Faculty Dean's office grants each candidate a subsidy of 496 euros for the publishing of his/her thesis.

There are 2 options:

- ✓ You decide to publish at the Presses Universitaires de Louvain (PUL) through the CIACO (local printing company): you need to fill and submit a subsidy request form to the ESPO Dean (through I. Portzenheim). Once signed by the Dean, you will receive a publication number and your signed subsidy request letter signed by the Dean back, with which you will be able to directly order your prints at the CIACO which will bill the Dean's office directly.
- ✓ You decide to publish somewhere else, you will then have to pay your print work up front and send the Dean's accounting office (Ms Myriam Chevigné) your original bill along with the expenses form duly completed in order to be reimbursed.

#### 3.5.4 The public defense (DR art 2.5.1)

The public defense consists of an oral presentation given by the candidate of the results of the research work which have led to the thesis; on this occasion the candidate should lay emphasis on the quality, the originality of the work, and its relevance to the wider scientific public. This presentation is followed by a discussion first between the candidate and the jury, then with everyone present at the defense.

At least half of the members of the specific examination board are actively involved in the public defense of the thesis which may not last longer than three hours. Any member unable to attend the public defense must send the Chair of the board a written report before the session, giving his/her reasoned opinion on the value of the thesis and a list of the questions that he/she wishes to ask the candidate.

The Doctoral Bureau must be informed, as soon as possible, about any issue related to the presence of the Jury at the Public Defense.

#### 3.5.5 Administrative process after public defense

Immediately after the public defense, the jury members withdraw to decide on the outcome of the doctoral program, awarding the 120 ECTS for the successful defense of the doctoral dissertation, and to certify that the candidate has obtained the minimum 180 credits required for the granting of the academic title of doctor. A member of the jury is designated to act as Secretary for the deliberation. The chairman of the jury must be in possession of the following documents that have to be signed after the deliberation:

1. "Diploma" and its "Appendix" signed by the Chairman, the Secretary, the Candidate and the Rector (post-public defense: allow a few weeks).
2. Official "Doctoral Training Certificate" and its "Appendix" stating the accomplishment of the doctoral program (minimum 60 ECTS) and summarizing the credits allocated, signed by the Chairman, the Secretary, the candidate, and the Rector (post-public defense: allow a few weeks).
3. Official minutes of the public defense, including the date, location, and a summary of the discussions and finally the result of the defense, signed by all present members of the jury.
4. Official PhD Certificate stating the date and the location of the successful outcome of the thesis, signed by the Chairman.

The chairman immediately announces the result publicly and the new doctor signs the diploma and the training certificate. The chairman then transmits the diploma and the certificate to the Rector for signature (through the Bureau Administrator's office: I. Portzenheim).

The Doctoral Bureau administrator archives a copy of the official report. Once the Rector has signed the diploma, the Bureau administrator informs that Doctor that it is available.

#### 3.4.7 Jury expenses

The travel and lodging expenses of external jury members can be reimbursed by the ESPO Faculty Dean's office up to 500 euros. This amount is granted to each Ph.D. student in order to support the jury travel and lodging expenses related to the defenses. In order to be reimbursed you need to fill the "expense form" (<https://uclouvain.be/fr/facultes/espo/formulaires.html>), join all the original expenses

receipts (**at once**) and send it to Ms Myriam Chevigné, the Dean's office accountant. All the expenses original receipts have to be sent at the latest 3 months after the public defense date, or it won't be reimbursed.

The PhD student, in consultation with his/her supervisor(s), should also enquire the potential other funding options available within the School or the Institute he/she belongs to, and which might cover his defenses expenses.

*n.b.: for PhD student on a Joint Research Program (Cotutelle), please refer to what has been settled in your agreement in terms of jury expenses reimbursement.*

### 3.6 Joint thesis supervision (co-supervision) and joint degree program (co-tutelle)

Scientific collaboration on research conducted as part of a doctoral program can take various forms that may or may not result in the award of a doctoral degree from UCL.

In the context of a PhD undertaken at UCL, students will be able to benefit from scientific collaboration of quality and depth thanks to the various members of their supervisory panel, each of whom can point students towards specific areas of research and open up networking opportunities for them.

Whether or not you are a PhD student enrolled at UCL, the scope of scientific collaboration can also be expanded through joint thesis supervision (without undertaking a joint degree program); this means that you pursue doctoral studies at one university but have access to the more specific expertise of two official thesis supervisors. This type of collaboration often involves spending some time at the university of the second supervisor for the purpose of scientific research and/or training.

Another way of strengthening scientific collaboration is by undertaking a joint doctoral program (as part of a joint degree program); this involves pursuing full doctoral studies on the same research at two universities. With this option, you will receive a double degree, one from each of the institutions in question.

There is no "right" solution, as each has its own merits. The best kind of scientific collaboration for you will be whatever best suits your research and doctoral training. More information can be obtained on this website :

<https://uclouvain.be/fr/facultes/espo/co-tutelle-co-promotion.html>

<https://uclouvain.be/en/research/valodoc/doctoral-regulations.html>: see Appendix I

### 3.7 Appeal process

Any decision (pre-admission, admission, confirmation) made by the CDD Economics and Management may be appealed to CODOL:

Mrs Sophie Leclère (UCL/ADRE) [doctorat-adre@uclouvain.be](mailto:doctorat-adre@uclouvain.be)

## 4 Format guidelines for doctoral dissertation

### 4.1 Recommended format

The recommended dissertation format is that of at least three chapters, one of which single authored. All chapters are written in English. Each chapter should have the shape of a scientific paper to be published in a peer-reviewed scientific journal. At least one chapter should already be polished enough so that it is close to being submitted. In case no chapter is single-authored, the promotor should justify it to the bureau. The bureau must accept it. The dissertation can also contain more than three chapters, for reasons explained by the promotor to the other jury members.

The dissertation begins with a general introduction, that explains the relationship between the different chapters and gives an extended abstract of each of them.

In special circumstances explained by the promotor and accepted by the bureau, the dissertation takes the format of a monography. The bureau must accept it. In this case, the promotor is in charge of informing the bureau sufficiently in advance so that the request is accepted or not before the candidate produces a first complete version of the dissertation.

### 4.2 General recommendation

It is highly recommended that the candidate presented each chapter in seminars or conferences before they are submitted as a dissertation. It is also recommended that each of them appears in the working paper series of the research center of the candidate.

## 5 Financing of doctoral research

The objective of UCL is to provide a research environment at high international level leading to the training of highly skilled doctorates capable of producing original qualified, and relevant research output. As the future activities and employers for the doctoral candidates may be private and public organizations, academic institutions and non-governmental organizations, the financing of the doctoral studies (tuition and living expenses) is independent of the doctoral program. Below we outline several possibilities open for candidates, with indication of what particular qualifications on behalf of the candidate that may be needed.

### 5.1 Teaching assistantships (TA)

UCL caters a limited number of teaching assistantships. The assistantship is a temporary (two-year, renewable twice) position within the university that carries a monthly salary, normal vacation, free public transportation to the workplace and social benefits etc. Teaching assistants work part-time with preparation of teaching material, grading exercises and projects, tutoring students individually or in groups, giving exercise sessions and other assisting tasks in their functional department. The teaching burden varies over time, but annually the service time is never higher than 50%. The rest of the time is devoted to research and the progress in the doctoral process is an important criterion for the renewal of an assistantship. Vacant teaching assistantships are opened for competitive recruitment in May each year using a web-based application system (cf. the links below). In addition to the criteria for admission to the doctoral program language requirements (French) may apply in certain cases.

### 5.2 Research assistantships (RA)

In addition to the TA, the universities also offer a variable number of temporary positions as Research Assistants within the research centers. These positions are normally limited to a shorter period (usually 2 years renewable once) and financed for specific research projects allocated to a supervisor, research team or department.

### 5.3 Grant for students coming from Less Developed Country (LDC)

The University of Louvain (UCL) holds a competition for awarding PhD scholarships to citizens of developing countries

<https://uclouvain.be/en/research/phd-scholarships.html>.

There are also grants available through ARES:

<https://www.ares-ac.be/fr/cooperation-au-developpement>

### 5.4 Scholarships

There are also a number of attractive fellow- and scholarships available for doctoral students. The list below is far from exhaustive, more information can be obtained from the central webpages as new opportunities arise, deadlines change constantly:

<https://uclouvain.be/en/research/research-funding.html>

#### 5.4.1 FNRS Doctoral fellowship

Fonds National de la Recherche Scientifique <http://www.fnrs.be>

The National Scientific Research Foundation (FNRS) finances scientists, research programs and scientific network activities. In particular, the FNRS fellowship is a two-year financing (tax-free amount similar to that of a TA-RA above, including social and medical insurance), potentially renewed once. The FNRS aspirant also gets computer equipment equivalent to the TAs from each university. FNRS fellowships are awarded by scientific commissions that put particular emphasis on the achievements of the candidates in their CV. Note that the renewal of a FNRS fellowship after two years must be coordinated with the Confirmation exam, meaning that in practice, the Confirmation should be passed 1.5 year into the program.

#### 5.4.2 FRESH fellowships

FRESH grants are strictly restricted to graduates with an academic education who aim to carry out fundamental research projects with significant societal impact, using tools provided by human and social sciences. For this purpose, they shall pursue their studies leading to a Ph.D. in a university of the French-speaking Community of Belgium under the supervision of a promoter attached permanently to this university. The FRESH Fund supports basic research projects whose outcomes are likely to improve the understanding or functioning of one sector in the society in the short-medium term at a local, regional, national or international level, from many perspectives such as economy, politics, culture etc. The granting of FRESH grants is intended for the completion of the Ph.D. within 4 years. The deadline is Augustus 31 each year for next academic year, forms and regulations are provided on the webpage <http://www.fnrs.be>

#### 5.4.3 FSR-UCL scholarship

In addition to the FNRS fellowships above, the Special Research Fund (FSR) allocates a limited number of scholarships to the Research Councils of the Belgian universities. The budget (for UCL about 15 scholarships in total) is allocated both to doctoral candidates and post-doctoral fellows. To be eligible for a FRS-UCL scholarship, the candidate must submit an application for a FNRS Fellowship to FRS-FNRS as in Section 5.4.1 above. The Research Council reviews then the applications not awarded FNRS fellowships. Candidates who were ineligible for administrative reasons by Feb 1 and thus could not apply may apply directly to the Chairman of the UCL research council no later than April 15. The decision is announced in July. For details, contact UCL/ADRE (Ms Anouk Distelmans).

#### 5.4.4 FIRST Enterprise scholarship. Innoviris Enterprise scholarship

Co-financed by a company located in the Walloon region, the First DEI program awards two-year scholarships (renewable once) to candidates undertaking a project in partnership with the sponsoring company and a research center located outside of Belgium which will host the researcher for a 6 month internship. FIRST is an interesting way to fund a doctoral thesis.

This kind of project must be submitted when calls are made by the Wallon region, the General Directorate for Technology, Research and Energy (DGTRE). The university is the owner of the resulting research. For information, <http://recherche-technologie.wallonie.be/fr/menu/profils/universite-haute-ecole/index.html>

The same kind of grants are proposed by the Region of Brussels  
<http://www.innoviris.be/en>

#### 5.4.5 Financing of research activities (travel, conference fees, ...)

The financing of research activities has to be checked with supervisor's research center.