

**VADEMECUM
PhD IN PSYCHOLOGICAL AND EDUCATIONAL SCIENCES**

Are you thinking of starting a PhD?
You will find all the information you need in this Vademecum!

This Vademecum aims to make it easier to understand the main stages of the doctoral programme and the rights and duties of the doctoral student.

All updated information about the PhD, forms, dates of the CDD meetings... are exclusively available via the PSP faculty pages: <https://uclouvain.be/fr/facultes/psp/doctorant-e.html>
(Internet - Without prior identification)

Are you a (future) doctoral student?
Don't hesitate to come by my office C016 which is located in the faculty, on the ground floor, next to the faculty reception office!

**You are invited to consult these pages, and only these pages, to find answers to questions related to the doctoral programme.
Please do not search via "Google" where you may find incorrect or outdated information!**

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Access requirements to know before starting a PhD

- The entry qualifications must be in the **field of psychological sciences and education**;
- With **at least a distinction (14/20)**;
- For admission on the basis of qualifications from outside Belgium, the CDD must attest to the **validation of at least 300 credits** (equivalent to 5 years of study: Bachelier + Master);
- The first step in a doctoral project will be to **find a supervisor** who agrees to accompany you throughout the process. A doctorate can only be started if your research project is supported by a supervisor who is a member of the Faculty of Psychology and Educational Sciences. Once you have identified a supervisor, **it is up to you to contact them**.
You can consult the list of research institutes, as well as the research inventory which will allow you to identify the actors in your field of research:
 - > IPSY – Psychological Sciences Research Institute: <https://uclouvain.be/en/research-institutes/ipsy>
Click on each of the 4 areas of activity of the institute, you will come across a list of keywords with the names of people doing research related to these keywords, and, in some cases, a link to the laboratory(ies) working on these themes;
 - > IACCHOS - Institute for the Analysis of Change in History and Contemporary Societies:
<https://uclouvain.be/fr/instituts-recherche/iacchos>
- Conversely, it is also possible that a research project is initially carried out by a promoter. Research project for which the supervisor is then looking for a PhD candidate to carry out the research project.
At the time of application, it will be important for you to demonstrate to the CDD that you will have "owned" your original, innovative and personal research project;
- A PhD is usually completed in 4 years (full-time).
There is no time limit.
When carried out part-time (combined with a professional activity), a doctorate can be carried out over more than 4 years.
A timetable will accompany your application;
- The scientific training of 60 credits at the highest level, known as "doctoral training", is acquired throughout the doctorate.
Doctoral training and research cannot be carried out entirely at a distance.
It requires involvement in the research team, the doctoral school, the institute and the faculty.
In the case of a doctorate carried out partly outside Belgium, this involvement presupposes an appropriate balance between face-to-face and distance learning, a balance to be established in consultation with the supervisory committee.
When applying for admission to the doctorate, the timetable will specify the periods of presence in Belgium and abroad as well as the modes of remote involvement from abroad;
- The completion of a doctoral thesis is a project that will last several years.
Before starting your admission process, it is essential that you consider **the financing** of these years of research work so as to give yourself every chance of completing your project in the best possible conditions.
There are many ways of financing these years of doctoral work.
It may be an assistant position, a mandate subsidised by the institution (e.g. FSR) or by an external donor (e.g. F.R.S.-FNRS) or even internationally, funding in the context of a research project concluded with a company, income from your current work, etc.
Depending on the nature of the tasks required of the doctoral student (e.g. teaching), the requirements of the funder (e.g. intellectual property) or his/her personal situation, the doctoral student will receive a grant or a salary.
Your supervisor will be able to help you identify funding opportunities for you.
- The Research Administration (ADRE) can also provide information on these possibilities:
<https://uclouvain.be/fr/chercher/financer-la-recherche.html>

→ Admissions to the PhD programme can be made throughout the year, from September to June (unlike other Bachelor or Master programmes). The CDD meets every month, with the exception of July and August. Dates are available on the website.

Start - Admission and Registration for the PhD

Any application for admission (provisional or definitive) involves the necessary steps with the two competent authorities for doctoral studies, namely

1. The faculty authorities via the Doctoral Commission - in charge of faculty admission to the doctorate. Admission to the doctorate is possible throughout the year, from January to December. The CDD meets every month (except July and August), dates available on the web pages. <https://uclouvain.be/fr/facultes/psp/doctorant-e.html>
2. The academic authorities via the Enrolment Office - in charge of academic registration for the PhD. In parallel to the CDD, you will need to register online via the Enrolment Office : <https://uclouvain.be/en/study/inscriptions>

Both these steps (Doctoral Commission and Enrolment Office) are mandatory. They should be undertaken in parallel.

Both files (administrative admission and application for admission to the doctorate) should be submitted as soon as possible.

Applicants are advised to ensure that both their files are complete. Incomplete applications may not be processed in time.

You will find all the detailed information below, under "Provisional Admission" or "Final Admission".

Provisional admission (or pre-admission) - Under certain conditions.

This is an optional step to allow the candidate to complete administrative and social formalities that would require pre-registration for the PhD (e.g. granting of a scholarship, residence permit, etc.). Provisional admission may also allow to formalise the start of a doctoral programme that has not yet converged on a specific topic or on the composition of a Supervisory panel. Finally, it may allow the candidate to meet all the necessary conditions for admission to the doctorate.

Provisional admission is valid for a maximum period of 12 months. Reasons must be given for the use of a pre-admission phase, the objectives to be achieved must be planned and the duration of the pre-admission period must be determined in accordance with these objectives.

Unless exceptionally authorised by the CDD, FRIA or FNRS grant holders and, in general, doctoral students engaged in a research project that has already been defined, are not authorised to take a pre-admission to the doctorate.

Provisional admission is available under the following conditions:

- Fulfil the access requirements;
- The applicant has a referee in the person of a member of staff of the university institution where he/she is seeking provisional admission, who is authorised to supervise a doctoral thesis. The referee undertakes to follow the applicant's file and to facilitate the procedures concerning him/her;
- the applicant has made up an application for provisional admission using the adhoc form available online: <https://uclouvain.be/en/faculties/psp/doctorant-e.html>
- The application will include the following annexes: Letter of motivation - Calendar - CV and copies of diplomas giving access to postgraduate studies.

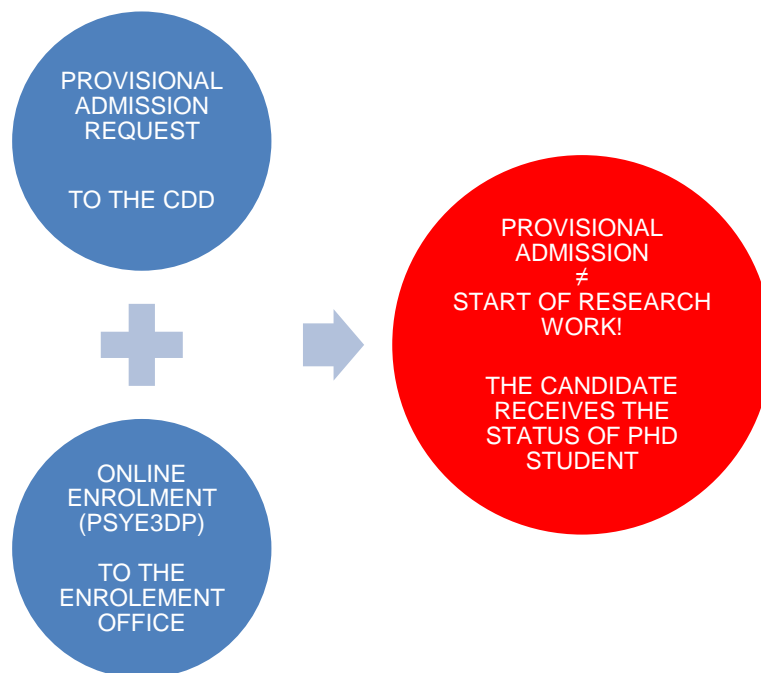
- The application for provisional admission is submitted to the CDD using the adhoc form ;
- Provisional admission is valid for a maximum period of 12 months;
- It must be followed by a final admission;
- Provisional admission does not mean the official start of the PhD! The doctorate will only start after the final admission has been validated.

An application for provisional admission must go through the two competent authorities within UCLouvain:

1. The faculty authorities via the Doctoral Commission - in charge of faculty admission to the doctorate. Admission to the doctorate is possible throughout the year, from January to December. The CDD meets every month (except July and August), dates available on the web pages. <https://uclouvain.be/fr/facultes/psp/doctorant-e.html>
2. The academic authorities via the Enrolment Office - in charge of academic registration for the PhD. In parallel to the CDD, you will need to register online via the Enrolment Office: <https://uclouvain.be/en/study/inscriptions>
You register for only one programme: "PSYE3DP - Doctorate".

These two procedures (with the Doctoral Commission and the Enrolment Service) are two different things, they are independent. Therefore, they may ask you for extra information that the Doctoral Commission will not, and vice versa.

For provisional admission, only the administrative registration fee will be charged (+/- 60€).



After these steps, you will be recognised as a student registered in the doctoral programme, but not yet in the doctoral training programme!

Don't forget the last steps that will be communicated to you by the Enrolment Office!

<https://uclouvain.be/en/study/inscriptions>

Definitive admission

Definitive admission is available under the following conditions:

- Fulfil the access requirements;
- Having funding, a way to finance your research years
<https://intranet.uclouvain.be/fr/myucl/administrations/adre/valodoc/financement.html>
- Have written and owned a personal, original and innovative research project that you are passionate about;
- If the thesis project is related to several fields of study (IoNS, IPSY, IACS, etc.), the doctoral student submits the file to one single Doctoral Commission;
- Find a “accredited” thesis supervisor.
The candidate must have an accredited thesis supervisor who undertakes to effectively and personally direct the work relating to the preparation of the thesis.
If the research topic justifies it, the candidate may have two supervisors, the second one will be the “authorised” supervisor. Except in exceptional circumstances, the maximum number of promoters accepted by the CDD is set at three.
Each potential supervisor is free to accept or not to accept to supervise a PhD candidate.
It is with the help of your supervisor that you will put together your application file.
The main supervisor must have the status of “accredited” supervisor, and be a permanent academic or scientific member of the PSP faculty;

Composition of the Supervisory panel

The candidate proposes a Supervisory panel in accordance with the Doctoral Regulations and the Special Provisions. Alongside the supervisor, other people will also help and support you throughout your doctoral career.

It will be formed in collaboration with and with the help of the promoter.

The Supervisory panel consists of:

- An accredited supervisor to supervise the thesis;
- If the research theme justifies it, the applicant may have several supervisors;
- At least two other members (the regulation does not provide for a maximum);
- At least one member of the Supervisory panel is not a member of the research team to which the promoter belongs;
- All members of the Supervisory panel have a doctorate obtained after defending a thesis or have equivalent expertise;
- The accredited promoter must be a member of the Faculty of Psychology and Educational Sciences of the UCLouvain;
- Permanent academic or scientific members belonging to the PSP faculty or the IPSY or IACCHOS Institutes may not be in the minority on a Supervisory panel.

Constitution of the "Definitive admission request" file

The candidate uses the adhoc form available online: <https://uclouvain.be/en/faculties/psp/doctorant-e.html>

In agreement with the thesis promoter, the candidate prepares a file comprising the following elements:

- a. A proposal for the composition of the Supervisory panel, of which the promoter.s is. are members. This proposal must be accompanied by the signatures of the persons concerned (or email of confirmation);
- b. An inventory of the human, material and financial resources to be implemented is also required;

- c. An original, innovative and personal thesis project that is likely to lead to a doctoral thesis. This project must include a provisional title, a statement of the project's objectives highlighting the innovative aspects in relation to the state of the art, a work plan and an inventory of the human, material and financial resources to be implemented. This project should enable the CDD to judge its scope, feasibility and/or viability. The CDD will try to assess the best conditions for starting and carrying out the research work envisaged, so that it can be completed and lead to a doctoral thesis in the research field concerned.

It will include:

1. A working title;
2. The definition of a time-bound problem, the justification of the choice of the subject (originality, historical interest, objectives, etc.), the main hypotheses and the method used. The project must be brief (maximum 3 pages), but sufficiently detailed. It should include all the information necessary to enable the Commission to guarantee as far as possible that a thesis will be produced. It should include:
 - A presentation of the theoretical framework to situate and understand the motivation and theoretical scope of the project, as well as its scientific objective. This section should present the various research hypothesis(es), clearly indicating their respective motivation;
 - A presentation of the envisaged methodology (e.g., tests, measures, tasks, tools, paradigms, etc.), including the population(s) tested and, if applicable, an indication of the possibilities of access to this population. This section should be sufficiently developed to be able to assess the material feasibility of the project, a research programme showing the presence of a medium-term empirical perspective and specifying the follow-up of the first data collections (i.e. how the thesis project can be developed, how it can be reoriented if the first observations are not conclusive)
- d. A brief bibliography (max. 2 pages) ;
- e. A draft doctoral training programme of 60 ECTS established by mutual agreement with the promoter. The training programme will be personal, adapted to the scientific profile of the PhD student and to the proposed research project;
- f. A timetable for the completion of the doctorate, including approximate dates for the major stages of the doctoral programme, the implementation of the research programme, and the planned publications;
- g. The CV of the candidate and the prospective non-UCL board members;
- h. A copy of the diploma(s) giving access to the 3^{ème} cycle studies.

→ Please note that the CDD:

- Does not comment on the content, interest and/or scientific scope of the project;
- Checks that the dossier submitted contains all the guarantees of viability, by ensuring the material and temporal feasibility of the project;
- Will need to be in possession of sufficiently detailed information to do so;
- Will try to appreciate the presence of
 - Good conditions for starting a research project
 - The elements necessary to believe that this project can be successfully completed.

The CDD examines the files at its monthly meetings, the CDD decides and informs the applicant:

- Admission validated: the CDD confirms to SIC the faculty authorization for registration. This will be done online, by "taking over" the file created online by the candidate beforehand;
 - Admission subject to further information: the applicant will be asked to provide the CDD with further information on :
 - o Or missing information (calendar, signature of a committee member, diploma, etc.)
 - o Either the research project (methodology not sufficiently developed, etc.)
 - o Or regulatory constraints not respected (committee not in compliance, promoter not authorised, etc.)
 - o ...
- Depending on the case, a decision will be taken either at the next monthly meeting or more quickly.

An application for final admission must go through the two competent authorities within UCLouvain:

1. The faculty authorities via the Doctoral Commission - in charge of faculty admission to the doctorate. Admission to the doctorate is possible throughout the year, from January to December. The CDD meets every month (except July and August), dates available on the web pages. <https://uclouvain.be/fr/facultes/psp/doctorant-e.html>
2. The academic authorities via the Enrolment Office - in charge of academic registration for the PhD. In parallel to the CDD, you will need to register online via the Enrolment Office: <https://uclouvain.be/en/study/inscriptions>
You register for both programmes: "PSYE3DP - Doctorate" + "PSYE3FP – Doctoral training programme"

These two procedures (with the Doctoral Commission and the Enrolment Service) are two different things, they are independent. Therefore, they may ask you for extra information that the Doctoral Commission will not, and vice versa.

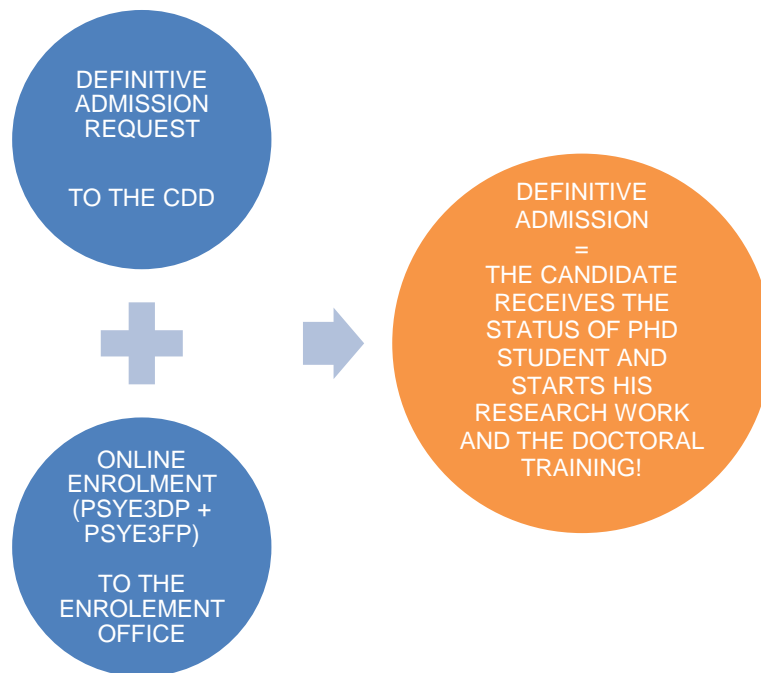
- Once registered, the doctoral student should contact the Administrative Coordinator of his/her research institute (IPSY, IACS, IoNS) to confirm his/her admission to the doctorate. This information is important for the allocation of operating credits;
- In order to benefit from the supervision of your research work, you will have to re-register each year via your virtual office;

What is the cost of doctoral studies?

UCLouvain is a private university but is subsidised by the public authorities. This is why the cost of studies is low. The cost of studies is the same in all subsidised universities in French-speaking Belgium.

Upon final admission, the regular registration fee will be required (+/- 835€).

For all subsequent years, including the year in which the thesis is defended, the administrative fee will be requested (+/- 60€) at the beginning of each academic year.



**Definitive admission means the official start of the PhD!
The doctorate starts after the definitive admission has been validated by the CDD!**

After these steps, you will be recognised as a student registered in the doctoral programme and the doctoral training programme.

Don't forget the last steps that will be communicated to you by the Enrolment Office!

<https://uclouvain.be/en/study/inscriptions>

Welcome to our doctoral students!

During the PhD programme

The doctoral training programme

What is the doctoral training?



As a reminder / For clarification:

The academic degree of doctor is obtained at the end of a doctoral programme with two compulsory components:

- On the one hand, the completion of research work "related to the preparation of a doctoral thesis" for at least 120 credits;
- On the other hand, a scientific training of 60 credits at the highest level, known as "doctoral training" in the terms of the decree.

Each CDD defines the general framework of activities to be included in the doctoral training (types of activities and associated credits) and validates the credits acquired.

The number of credits provided for the doctoral training programme is set at 60 ECTS.

There is nothing to stop you from taking part in more training activities if they can add value to your research work or to your future career!

Within your CDD, among the 60 ECTS of doctoral training, 20 ECTS will automatically be counted for the following compulsory steps:

- Confirmation test = 5 credits
- Private defence = 10 ECTS
- Public defence = 5 ECTS

It is up to you to complete these 20 ECTS with the remaining 40 ECTS, to be completed "à la carte".

Some scientific activities are compulsory:

- 18 ECTS within a Doctoral Thematic School (PSYCEDUC or other), courses offered by SMCS or MOOCS;
- 6 ECTS for at least one publication, related to the research project, as first author, in an international scientific journal with peer review;
- 4 ECTS for participation in international congresses, conferences, etc. (single participation, poster or communication).

At the time of admission to the doctoral programme, you must attach a "Proposal for a doctoral training programme":

- A template is available online to prepare your doctoral training proposal;
- You will prepare a personal programme proposal adapted to your scientific profile and to the proposed research project;
- This proposal does not freeze anything in time! After your admission, it will always be possible for you to make changes to your programme, to follow other activities as outlined in the UCL doctoral regulations and according to the credit allocation specified by the CDD.



The doctoral training activities:

- Will be related to and necessary for the realisation of the doctoral project;
- Will be carried out after the definitive admission to the doctorate;
- May be concentrated in one year or spread out over the course of the doctoral thesis;
- Courses at Bachelor (undergraduate), Master (graduate) and Certificate level are not part of the doctoral training;
- There is nothing to prevent you from participating in more training activities if they can add value to your research work, or to your future career!



The CDD will always encourage the doctoral student to follow any training that she or he deems interesting, useful or relevant. However, it is important to remember that any activity undertaken does not automatically fall within the framework of doctoral training. The CDD defines the general framework of activities to be included in the doctoral training (types of activities and associated credits) and validates the ECTS acquired.



Thematic Doctoral School and Doctoral Commission are two different things!

- A candidate applies for admission to the doctoral school to the Doctoral Commission (=CDD);
- Once admitted, he/she becomes a doctoral student and will have to complete a 60-credit doctoral course. To do so, he/she must register with one (or more) thematic doctoral school (=EDT) in order to follow various activities (courses, training, seminars, etc.);
- A thematic doctoral school is independent of the doctoral commission of the field, it is created by the F.R.S.-FNRS and has its own scientific committee;
- It is a research and teaching structure in charge of providing doctoral training in the fields of study to which it belongs, in this case psychological and educational sciences, in order to facilitate the doctoral career of doctoral students by giving them access to the tools/training they need;
- Doctoral students from other universities can register (UCLouvain, ULB, ULiège and UMons);
- Registration to the courses/trainings of a Doctoral School is necessary, and independent from the CDD. It is not because you are admitted to the doctorate in educational psychological sciences that you are enrolled in a Doctoral School;
- The teacher who teaches a course/training determines himself/herself the methods of evaluation: with or without examination, with or without work, etc.

Doctoral training's process

See info online.

Where to find the course/activity offer?

PSYCEDUC - Ecole Doctorale Thématique (EDT) in PSYChological and EDUCation sciences

- <https://uclouvain.be/fr/facultes/psp/psyceduc.html>
Here you will find the courses and training courses on offer.
These pages are updated daily.

These courses are part of the doctoral training and will be credited by the CDD.

The doctoral training is partly acquired within the activities proposed by the EDTs approved by the Fonds de la Recherche Scientifique-FNRS: <https://www.frs-fnrs.be/fr/>

The FNRS website presents the recognised EDTs and gives access to their websites when they exist.
In the field of Psychological Sciences and Education, the most frequented EDT are:

- EDT NEUROSCIENCES
- EDT DIDACTICS OF DISCIPLINES

Doctoral students are strongly encouraged to participate in the training activities organised by these schools by registering.

NB. The notion of a doctoral student belonging to or enrolled in a EDT does not exist, since, by definition, doctoral students can participate in the activities of several EDTs.

EDT leaders may maintain lists of doctoral students interested in their activities, for example for information distribution purposes, but these lists should in no way be considered as exclusive registration lists.

The Valo Doc Louvain training catalogue

<https://intranet.uclouvain.be/fr/myucl/administrations/adre/valodoc/catalogue-de-formations.html>

This catalogue includes the training courses of the following operators: the "Training" unit of the Human Resources Administration (FORM) - the Information and Orientation Centre (CIO) - the University Libraries of UCLouvain (BIUL) - the Research Administration (ADRE) - the Louvain Learning Lab (LLL) - the Support in Methodology and Statistical Calculation (SMCS).

Don't forget to ask your sector and/or your institute for information on in-house training!

Not all of these training courses fall within the scope of doctoral training and are not necessarily credited by the CDD. As there is a wide range of courses on offer, the CDD will analyse credit requests on a case-by-case basis.

The SMCS training catalogue

<https://sites.uclouvain.be/training/smcs/>

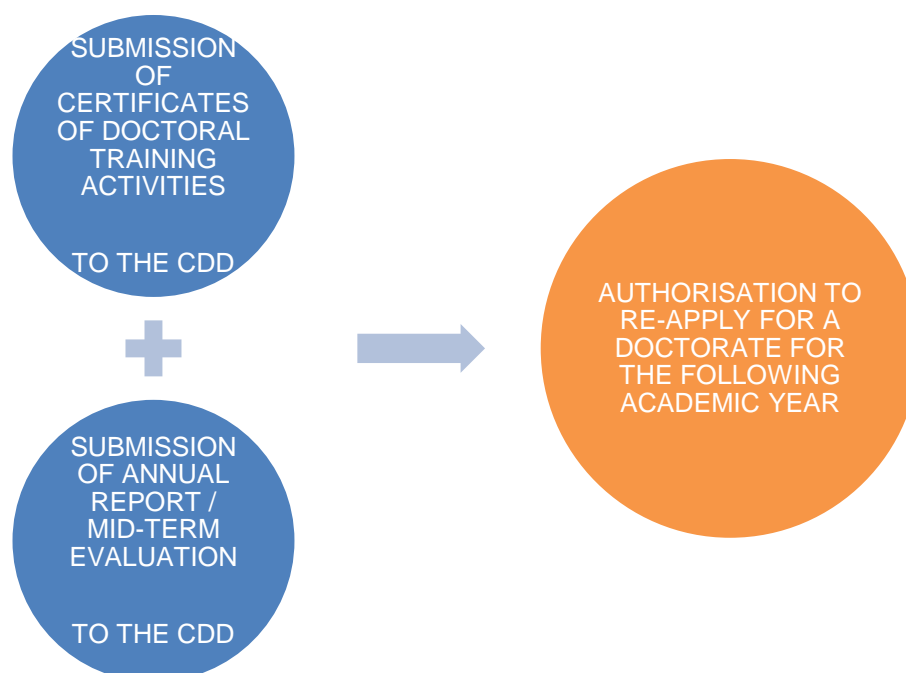
These courses are part of the doctoral training and will be credited by the CDD.

Annual meetings

See process online.

Form available online: <https://uclouvain.be/fr/facultes/psp/quelques-clics-importants.html>

- The responsibility for convening the committee at least once a year lies with the promoter, but the candidate may also organise interaction with the committee members in a way that suits them.
The important thing is to mobilise useful contacts for the smooth running of the doctoral programme.
In addition to support, the committee also has a role in assessing the progress of the thesis;
- In order to best support doctoral students in their progress, the CDD wishes to receive each year the annual meeting report as well as an activity report outlining the progress made and the actions to be planned in the coming months. This report is completed and signed by the doctoral student and his/her support committee.
Receipt of this report will condition the doctoral student's re-registration for the following academic year;
- Good communication between all those involved in the doctoral programme (doctoral student, promoter, other committee members, doctoral committee) can solve many problems.
The CDD therefore recommends that care be taken to put in place a mechanism for effective communication between all;
- The composition of the Supervisory panel, the research project or the funding method cannot be changed without notifying the CDD.
Any changes must be submitted to the CDD.
The CDD must indeed regularly communicate an accurate and up-to-date list of doctorates in progress to various entities: the institutes, Research administration, Enrolment department, HR administration, etc.
- Finally, a member's change of posting or university does not necessarily change his or her status as a member of the Supervisory panel, except when he or she clearly lacks the material possibility of fulfilling his or her support and review role (e.g. by leaving the academic body or by introducing a conflict of interest).



Mid-term evaluation

Form available online: <https://uclouvain.be/fr/facultes/psp/quelques-clics-importants.html>

Within a maximum period of 24 months from the date of definitive admission to the doctorate by the CDD, the candidate submits a mid-term evaluation.

If the circumstances justify it, the deadline may be extended by the Supervisory panel, with the agreement of the CDD on the proposed deadline.

The 24-month deadline is extended to 36 months for a candidate who carries out his/her doctoral research activity on a part-time basis (e.g., assistant).

The purpose of the mid-term evaluation is to establish, on the basis of the progress of the candidate's research work, that it is likely to lead to the submission of a doctoral thesis.

The Supervisory panel reports to the CDD which:

- Either notes the success of the mid-term evaluation and authorises the continuation of the doctorate;
- Or notes the failure of the mid-term evaluation. In case of failure, a maximum period of 12 months may be set by the CDD for the presentation of a new confirmation test.

The Supervisory panel's decision is based on:

- the submission by the candidate, to his or her Supervisory panel, of a written report, or an article written by him or her, or any other document providing proof of the progress of his or her research work;
- an oral presentation by the candidate, in the presence of his/her Supervisory panel, of the work carried out and the projects envisaged for the continuation of the doctorate.

The Supervisory panel fills in an official document attesting to the success (or otherwise) of the test. This document must be sent to the CDD secretariat as soon as possible.

In the event of disagreement with the decision of the support committee or the CDD, the doctoral student may lodge an appeal with the CODOL.

An annual meeting shall not be scheduled in the year in which the mid-term evaluation is held.



For some funding sources (e.g. F.R.S.-FNRS, FRIA or FRESH), proof of successful completion of the mid-term evaluation will be required to obtain the renewal of your mandate or grant.

At the end of the mid-term evaluation, the doctoral student will ensure that all members of the accompanying committee sign the following two documents:

1. The CDD "Mid-term evaluation" form
2. The FNRS form

- Upon receipt of these two documents, the CDD administrative manager will take over and transfer them to the CDD Chair for signature;
- As soon as she receives her signature on the FNRS form, the manager will send it to ADRE for further action with the FNRS. It is indeed ADRE that ensures the sending to the FNRS;
- The doctoral student will be copied on these various exchanges, for follow-up;
- It is therefore not necessary to know the date of the CDD meeting.
These procedures are managed as quickly as possible, by electronic means.



When the mid-term evaluation has to be postponed, the promoter and/or the doctoral student has/have the obligation to inform the Doctoral Commission.

Concretely:

- The promoter and/or the doctoral student are invited to send an e-mail to the secretariat of the CDD to inform of this decision to postpone the mid-term evaluation: the sender of the e-mail will take care to copy the whole committee for the good information;
- This letter (it can be short and succinct) should include:
 - The reasons and motivations for requesting a new deadline;
 - The date on which the mid-term evaluation is scheduled.

The CDD Secretariat will take care to add this request to the agenda of the next CDD meeting, for validation.

All along the doctoral programme

See info online.





- In order to be recognised and obtain the status of doctoral student, a provisional admission is sufficient. Registration for the doctorate is official but the research work cannot yet begin;
- To be a doctoral student and to be able to start the research work, you must:
 - have submitted an application for definitive admission to the CDD
 - Be registered in the doctoral (=PSYE3DP) and doctoral training (=PSYE3FP) programmes at SIC
 - Whatever the status (assistant, scholarship holder, researcher, on own funds, etc.)
- To keep the status of doctoral student / To continue to benefit from the necessary supervision, you have:
 - To plan annual meetings with the promoter and the committee;
 - To carry out scientific activities in the framework of the doctoral training;
 - Re-register at the beginning of each new academic year, online, no later than September 30th;
 - Whatever the status (assistant, scholarship holder, researcher, on own funds, etc.)
 - And this until the year of the public defence.
- For FRIA-FRESH-FSR-FNRS aspirants, compulsory steps independent of the CDD must be taken: online activity report, to be filled in and sent to the FNRS according to the procedures defined by this institution;
- For all questions concerning the doctorate in psychological and educational sciences, the administrative secretary of the CDD is also your reference person.
If necessary, she will refer you to the competent person;
- In order not to lose any documents, certificates, etc., take time to create a "My PhD" folder!
You will keep all the documents you have accumulated throughout your PhD programme;
- Your @uclouvain.be e-mail address is the one and only official address through which all communications are sent to doctoral students. Communications not only from the CDD, but also from all internal entities of UCLouvain.
Private email addresses are not recognised!
- Each doctoral student is invited to regularly consult the CDD web pages in order to be informed of news or changes, deadlines, etc.
- Any problems encountered in relations with the promoter should first be discussed with him.
In a second step, the Supervisory panel can be mobilised to solve the problem.
Finally, the doctoral student should never hesitate to contact the CDD through the administrative manager, the president or the doctoral students' representative.
These people are available to solve any problem that arises at the level of your support committee;
- In case of a problem concerning the functioning of the CDD or one of its decisions, the doctoral student can talk to his/her representative within the CDD or appeal to CODOL.

End of the PhD programme

Proposal of a specific PhD examination boards

Form available online: <https://uclouvain.be/fr/facultes/psp/doctorant-e.html>

A proposal for the composition of the jury is established and signed by the Supervisory panel when it considers that the doctoral student's research work is sufficiently advanced to be able to consider thesis defences.

When your Supervisory panel considers that your research work has been completed and that you have finished your doctoral training programme, it proposes the names of the members who will make up your specific thesis jury in order to begin the final stages of the doctoral programme.

At the latest three months before the date of the admissibility decision, the doctoral student, in consultation with his/her Supervisory panel, submits to the CDD secretariat a proposal from the specific thesis jury using the form. The form can be submitted even if the provisional date of the private defence is not known! This information can be communicated later.

This 3-month delay is necessary and reasonable to allow the CDD to launch all the steps related to the organisation of the defences. This proposal for the thesis jury is submitted successively to the CDD, the dean of the faculty and the rector for approval. The appointment of the thesis jury is subject to verification that the doctoral student has registered with the Registration Service (SIC) and that the relevant registration fees have been paid throughout the duration of the doctorate (including the year of the public defence).

When proposing the composition of the jury, the support committee checks that the 60 doctoral training credits have been acquired and validated by the CDD. If not, the candidate is not allowed to defend his/her thesis.

The defence formula chosen must be determined at the latest when the jury is composed.

There are two possible forms of defence:

- First method - Private defence and public defence are organised in two stages, with a minimum of 1 month and a maximum of 4 months between the two events;
- Second option - In the same time frame

Once the CDD has validated the jury's proposal, no further changes (neither in the composition nor in the choice of the defence formula) can be made without starting the process again with the CDD!



In case of a jury proposal without a confirmed publication, but with a submitted publication:

- The jury proposal can be filed with the CDD, but is not recommended;
- If the composition of the jury is validated by the CDD, the private defence can be envisaged and organised;
- But beware: the public defence can only be envisaged on the sole condition that the publication is definitively accepted!

The travel expenses of the members of the jury are often expensive. It is recommended to analyse as soon as possible the different possibilities and financial means available for the organisation of the defences. These steps are taken by the doctoral student in consultation with her/his promoters.

The Institute Local Secretary can advise and guide the doctoral student in the practical organisation of his/her defence.

In the case of co-supervision of a thesis, the jury that will be appointed is common to both institutions and must have been validated by each of them. It will be composed in a balanced manner of members from each of the two institutions and at least one member from outside them. The roles of the Chair and Secretary of the jury will be shared between the two institutions.

Composition

It is composed of / shall include:

- Minimum 5 members (including the President and Secretary), all of whom hold a doctorate or are recognised as having high scientific competence in the field;
- Maximum: the decrees and regulations make no provision for this;
- At least 2 members from outside UCLouvain chosen for their particular competence in the subject of the thesis defended;
- Addition of two members not belonging to the initial Supervisory panel;
- The definitive academic or scientific members belonging to the PSP faculty or to the IPSY or IACCHOS Institutes cannot be in the minority within the thesis jury;
- Among the members of the thesis jury, members with a doctoral degree in the field of psychological and educational sciences cannot be in the minority;
- The President and the Secretary are designated at the time of the submission of the jury composition to the CDD;
- The promoter cannot be the President of the jury but can be the Secretary;
- An emeritus professor cannot chair a jury (even following authorisation from the BEX) but can be an "authorised" promoter, can sit on a steering committee and can be a jury member;
- Even if this is often the case, any member of the initial Supervisory panel will not necessarily have to be included in the doctoral student's jury at the time of the private and public defences. They may withdraw at the time of the constitution of the jury.

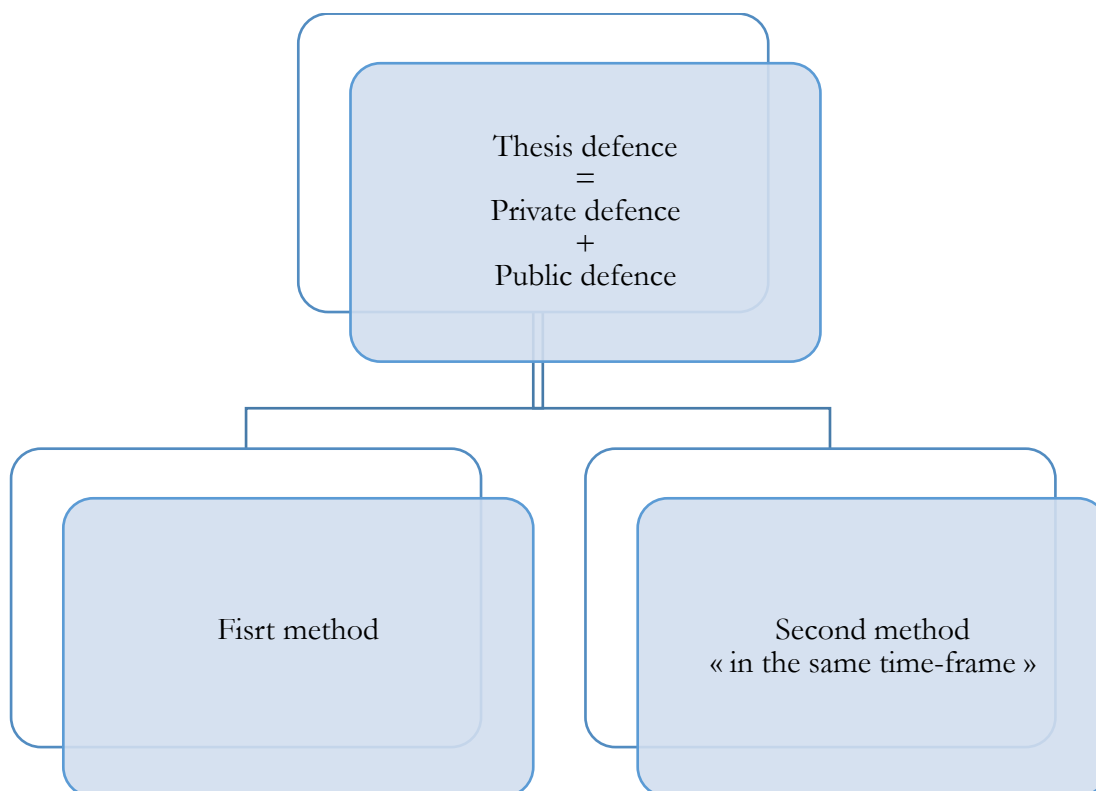
During the thesis defences:

- The specific PhD examination boards is unique and identical for all stages of the thesis (private defence and public defence), including the mandates of President and Secretary.
Except in cases of force majeure, no modification of jury composition and role is possible;
- During the private defence, the presence of all the members of the jury is required (physically or virtually by means of a videoconference);
- During the public defence, at least half of the members of the jury actively participate in the defence;
- In the event of force majeure, an absent member of the jury must send the President a written report before the session, giving his or her reasoned opinion on the value of the thesis and listing the questions he or she wishes to ask the candidate;
- Each member of the jury has one vote and participates in the deliberation in person or through a written evaluation;
- The jury's deliberations take place behind closed doors;
- The jury's decision is final and collegial. Decisions are taken by a simple majority. In the event of a tie, the chairman has the casting vote.

Chair's role

- He guarantees the smooth running of the private defence and the public defence and the respect of the regulations for the award of the doctorate;
- He/she is available to the members of the jury for any academic question relating to the defences;
- He explains the rules of operation, gives the floor to the members of the jury and to the candidate, ensures that a collegial decision is taken after the private defence and that it is followed up, ensures that the registers and other official documents are signed by all the members of the jury and by the candidate;
- If one of the members of the jury cannot be present at the public defence, the President will ask him/her for his/her opinion and for any questions he/she may wish to ask;
- He is also a reader, he has a vote and takes part in the deliberations;
- The jury makes its decisions in a sovereign and collegial manner. Decisions are taken by a simple majority. In the event of a tie, the President has the casting vote.

Thesis defences



Defences's process

During the private defence

- The members of the jury provide a series of questions and remarks on the written text of the thesis submitted by the candidate, bearing in mind that the intervention of the jury member should not exceed 10 to 15 minutes in order to allow the candidate to answer;
- No written document must be left in the file, but if written notes are taken, they may be given to the candidate between the two defences, if they can be useful for the adjustments of the text;
- The members of the jury are in possession of the provisional text at the latest one month before the private defence;
- The objective of the private defence is to allow the jury to appreciate the quality of the written thesis and to ask any questions they may have about the text. At the end of this defence, a decision must be taken by the jury: whether or not to accept the public defence; if so, with or without minor modifications to the submitted text;
- The entire jury is present during the private defence (physically or virtually via a video conference for example);
- The classic procedure does not include a presentation by the candidate. Instead, questions from the jury members are asked directly.
Two options:
 - Each member of the jury asks all their questions and interacts with the candidate;
 - The jury plans a first round, then comes back for a second or even a third round or for more informal exchanges, which build on each other's questions;
- The procedure is quite flexible. The chair of the jury can decide on this in the meeting with the members of the jury. Traditionally, the jury takes a few minutes, behind closed doors without the candidate being present, to decide on these procedures and to remind the jury of the procedure and the decisions to be taken;

- The president of the jury explains to all members the evaluation of the thesis, as well as the 20-point evaluation scale. In summary, the mark is made up of 2/3 for the written part, and 1/3 for the oral part (private defence and public defence). The calculation of the overall mark (out of 100 points) will be done at the end of the public defence;
- It is also a question of agreeing the order of speaking. Here, as this is a private defence, and the external members of the jury have not had the opportunity to interact with the candidates beforehand, unlike the members of the committee, they are given the floor first, leaving them sufficient time;
- On average, it is expected that a private defence for five jury members will last two hours (plus or minus twenty minutes, including questions and answers per jury member, bearing in mind that external guests may take longer, and that the promoter asks almost no questions at this stage);
- At the end of the private defence, the jury members deliberate. They will decide whether the thesis is accepted for the public defence;
- If so, it will be decided whether the submitted text can be considered as the final thesis text or whether the jury requires some minor modifications, which can be made within three months;
- The decision as to the admissibility, or not, of the thesis is communicated immediately to the candidate.

Two cases are to be considered:

1. Thesis not admissible for public defence, the text requires major changes.
The procedure is stopped. The candidate must make the corrections explained by the members of the jury before being able to reschedule a new private defence (minimum 4 months later).
If this option is chosen by the members of the jury, the President must be in possession of detailed comments on the problems present in the writing that led the jury to take this decision.
2. Thesis admissible for public defence.
In this case, there are two possibilities:
 - a. Thesis admissible for public defence, without modification of the text.
The jury can then judge the written thesis.
For the writing, each member of the jury gives a mark out of 20 points, which will be worth 6/9 of the final mark of the doctorate. They also give a mark out of 20 points, for the oral, which will be worth 2/6 of the final mark. These marks remain individual and are placed in envelopes that will only be opened after the private defence. Under no circumstances may a member of the jury be awarded a specific mark.
A date for the public defence is fixed collectively (between one month and four months after the private defence);
 - b. Thesis admissible for public defence, with minor modifications to be made to the text.
The marks for the oral defence are awarded at the end of this private defence.
The marks for the written thesis will be awarded at the public defence, after receipt of the final text.
A date for the public defence is fixed collectively (between one month and four months after the private defence). The chairperson is responsible for synthesizing the changes, together with the promoter, and for checking that they have been made in the final version of the thesis, which will be printed and sent to the members of the jury 15 days before the public defence. The implementation of these modifications cannot exceed three months of full-time work.

During the public defence

- The total duration of the session may not exceed three hours;
- At least half of the members of the specific jury actively participate in the public defence of the thesis.
The absent members send the president, before the session, a written report with a reasoned opinion on the value of the thesis and an inventory of the questions they wish to ask the candidate;
- The president of the jury meets the members of the jury in the Dean's room 15 minutes before the public defence. He/she ensures the evaluation of the written text, if minor modifications have been requested on the written text. He/she organises the order of the discussions after the candidate's presentation;
- Traditionally, each member of the jury wears a gown;

- The public defence will begin with an oral presentation by the candidate presenting the results of his/her research work that led to the thesis. The defence will be an opportunity for the doctoral student to highlight the qualities and originality of his/her work, as well as his/her ability to popularize science ;
- In the public session, the president reminds the jury of its composition and invites the candidate to present his/her thesis in 20 to 30 minutes. Then, he gives the floor to the different members of the jury in succession. He/she ensures that the timing defined beforehand is respected. At the end, he allows any doctor in the assembly who wishes to do so to ask a question;
- The jury then retires for deliberations behind closed doors;
- The chairperson evaluates the oral presentation and awards an overall mark out of 100 points: 6/9 for the written presentation (average of the marks awarded by the members of the jury), 2/9 for the private defence (oral component, average of the marks awarded by the members of the jury) and 1/9 for the public defence (oral component, average of the marks awarded by the members of the jury).
- These marks are not discussed. An exchange may take place, but this will not result in any changes to the marks;
- After deliberations, back in the room, the president proclaims the success of the doctoral thesis;
- The president ensures that the various official documents are signed;
- He then invites all those present to a drink of friendship (place specified by the doctoral student and the Institute's local secretary).

First method – Two-step defences

See info online.

*** Admissibility of the thesis – Precisions**

- A member of the jury, if he or she considers the thesis inadmissible, cannot alone stop the further procedure;
- The private defence must be maintained, it is not allowed to cancel the procedure at this stage. Every doctoral student has the right to defend his/her thesis. And the jury, in case of a decision of non-admissibility, must be able to explain its decision to the doctoral student;
- At the end of the private defence, the full jury votes and makes its decision known. Decisions are taken by simple majority, the proposal that obtains the highest number of votes is adopted even if it does not obtain half the votes. If the votes are equal, the President has the casting vote;
- If the thesis is judged admissible, the jury takes advantage of the fact that it is fully convened to fix with the candidate the date and time of the public defence, which will take place at the earliest one month after the private defence and at the latest four months after the private defence;
- If the thesis is deemed admissible with modifications to the text, the promoter(s) is/are responsible for checking and approving these modifications before the date of the public defence. The implementation of these modifications cannot exceed three months of full-time work (+ the necessary and reasonable time for the printing of the thesis at CIACO and the delivery of the final text to the jury);
- If the thesis is deemed inadmissible, a new private defence must be organised. It is the jury that will evaluate the time needed;
- The maximum number of private defences is set at two. A third private defence can only be authorised upon a duly motivated request to the UCL Doctoral Commission (CODOL) and if justified by exceptional circumstances.

Finally, it is important to recall two points of the UCLouvain Doctoral Regulations:

- It is at the end of the private defence that the decision of (non) admissibility is voted. Consequently, a member of the jury, if he or she considers the thesis inadmissible at this stage, cannot stop the rest of the procedure. He/she can ask that the thesis be judged non-admissible and ask for a new private defence within a time limit to be agreed upon. Be aware, however, that the decision rests with the jury as a whole and must therefore be collegial; he will therefore have to convince his colleagues if he wants the thesis to be deemed inadmissible.

Second method - « Defences in the same time-frame »

See info online.

The important thing in this formula is to establish a retro-planning that will allow you to safely anticipate the time needed to make any changes requested by the jury.

The decision of admissibility of the thesis is the common point between the 2 formulas.

Please note!

Although this second formula has its advantages (limiting the possible travel of jury members outside UCLouvain, allowing the coordination of a possible seminar/conference in the presence of a jury member, etc.), it also has certain disadvantages, which should not be overlooked:

- You will need to be sure that your draft text is particularly well developed and written;
- For the admissibility decision, the jury will examine and judge your provisional text from a distance, without you having the opportunity to defend it and discuss it in person with your jury, without you having the opportunity to exchange the results of your research;
- The decision on admissibility will be taken by electronic consultation, exclusively between members of the jury;
- The result of the deliberation will be communicated to you by the president and your promoter;
- As the defence dates have been fixed and confirmed "beforehand", you must be certain of being able to meet the deadlines in the event of any changes. And this is true regardless of the type or number of changes to be made to your draft text.

It is up to you to plan / anticipate / ensure that you have sufficient time between the admissibility decision and the defences in case modifications are requested by the jury!

Format, printing and publication of the thesis

The following information concerns the final version of the thesis.

As regards the provisional text, which will be submitted to the jury 1 month before the decision on admissibility (= private defence in the case of the classic defence formula, in two stages), there is no obligation to follow.

The text can be bound or not, laminated or not...

Candidates for the degree of Doctor of Psychological and Educational Sciences print their thesis in the faculty collection. This collection has the advantage of offering a unique format and a book-like presentation (17X24 format and not A4, colour cover, ...).

As a reminder, printing in the faculty collection and publishing at PUL (Presses universitaires Louvain) are two different things:

→ Printing in the faculty collection is an obligation.

This means respecting certain rules regarding format: cover, 'standard' colours and presentation, unique format 17/24 ...

The objective here is to offer a quality presentation of the thesis and to better enhance its content.

The printing of the thesis will be carried out by CIACO in Louvain-la-Neuve:

<https://www.ciaco.coop/imprimerie/theses-trucs-astuces>

→ Publishing with PUL is optional and is the choice of the doctoral students.

It means publishing with a publisher (in this case, the "Presses universitaires Louvain").

The objective here is to optimise the dissemination of a work. The thesis will be registered in international bookstore databases at no additional cost and without delay, and will be available for order worldwide.

But beware! The choice to publish at PUL implies certain obligations in terms of reproduction rights (among others) and must therefore be made with full knowledge of the facts.

Upon request by e-mail to martine.janssens@uclouvain.be, the following annexes will be sent by e-mail:

- A vade-mecum, written for doctoral students as a support tool during the writing process. This document aims to provide the basics of layout and editing;
- A template (complete article, already formatted) that will serve as a framework;
- Sample covers.

CIACO will be your main contact for any question related to the printing of the thesis:

- Practical information
- Printing deadlines
- Quotation
- Etc...

For doctoral students attached to IPSY, Mrs Marianne BOURGUIGNON, IPSY secretary and editorial assistant, can be contacted for any question / assistance related to the editing of the thesis – Marianne.bourguignon@uclouvain.be

« Thesis » budget

There is indeed an envelope of 881 € per PhD student which will be distributed / used as follows:

- 250 €: Maximum lump sum paid by the faculty for printing the final version of the thesis at CIACO. This amount has been calculated to cover the printing of copies for a jury. This amount will automatically be the subject of an invoice drawn up by CIACO, and sent to Mr Achraf TSSICHE (CLC manager) – achraf.tssiche@uclouvain.be
No expenses above this budget will be reimbursed by the faculty.
Any balance will be paid by the doctoral student;
- 150 € : Maximum amount for the organisation of the drink after the public defence. No expenses above this budget will be reimbursed by the faculty.
Any balance will be paid by the doctoral student;
- The balance of the "thesis" budget may be used for
 - Possible travel of jury members
 - Reservation of train, plane, hotel tickets, etc.
 - Printing of the draft version of the thesis, sending the thesis to the members of the jury, etc.

The doctoral student must take particular care to respect the following guidelines:

- Inform and notify the following of any expenses to be expected / considered in connection with a thesis defence:
 - The promoter
 - The local Institute secretary
 - The CLC manager: Mr Achraf TSSICHE - achraf.tssiche@uclouvain.be
- This is in order to anticipate and manage the available budget as well as possible and thus avoid any "bad surprises". The faculty will not pay for anything over the amount of 881 €..

The doctoral student should contact the following people for any questions:

- Practical organisation: drink after public defence, travel of a member of the jury, travel, etc.
 - ✓ The local Institute Secretary
- Budget, refunds, balance and available amounts
 - ✓ The CLC manager, Mr Achraf TSSICHE – achraf.tssiche@uclouvain.be
- Printing of the final version of the thesis, deadlines, quotes, etc.
 - ✓ The CIACO - <https://www.ciaco.coop/imprimerie/theses-trucs-astuces>
- Format, layout, etc.
 - ✓ The Institute's Editorial Assistant;
 - ✓ For IPSY PhD students: Mrs Marianne BOURGUIGNON - marianne.bourguignon@uclouvain.be

Submission of the thesis in DIAL

This is a process that takes place after the admissibility decision and before the public defence:

<https://dial.uclouvain.be/pr/boreal/fr/node/19639>

The administrative manager of the CDD will contact you and initiate this process.

In order to create a complete database, in electronic form, of theses defended at UCLouvain and its partners, each doctoral student who is about to defend his or her thesis is required to fill in a web form containing the bibliographical data relating to his or her thesis: author, title, department, jury members, summary, keywords and to attach the full text of his or her thesis in PDF format.

This information and the proof of deposit will be sent to the rector, after the defence of the thesis, for the signature of the diploma.

Thanks to this deposit, the thesis will also appear in other directories such as DART-Europe or OATD (Open Access Theses and Dissertations), grouping theses defended in several hundred institutions, whether American, Asian or European.

The thesis in question will also be included in the BICTEL/e project directory, which presents online research publications from all the universities of the French-speaking Community of Belgium.

This approach is part of a global movement to make research results available ("Open Access").

The advantages for the doctoral student of depositing the electronic version of his/her thesis are significant: greater visibility, enhancement of the value of the research, rapid dissemination of research results worldwide, the possibility of enriching the documents with multimedia elements, etc.

Important: the process of granting the grade is only completed when the final deposit of the thesis has been executed in DIAL.

After the proclamation

Congratulations on your successful public defence!

Here is some information concerning the end of the course:

- Diploma and Certificate of Doctoral Training must be signed by the president and the secretary of the jury before being deposited at the Rectorate for the signature of the Rector.
The administrative manager will come back to you to confirm that these documents are available in her office for collection;
- While waiting for these documents, two attestations will be sent to the doctoral student:
 - Certificate of graduation
It is essential that new graduates send this document to the HR Administration as soon as possible;
 - Attestation of completion, signed by the President of the CDD.
This attestation mentions the overall grade and confirms that no thesis defense report is written at the Faculty of Psychology and Education. For FRIA or FRESH scholarship holders, they must inform FRIA or FRESH in writing of the date of the thesis defence and send a copy of this attestation;
- Finally, you will find here all the information concerning the legalisation of diplomas:
<https://uclouvain.be/en/study/inscriptions/legalisation-and-authentication.html>
How do I get my degrees and certificates legalised so they can be recognised abroad?
How do I obtain a certified copy of a document?
How to do I authenticate a UCLouvain document?

“Hats” of a doctoral student

Being a doctoral student means wearing several hats at the same time:

1. A researcher, for whom doctoral research will be the core business for several years;
2. A worker, whose doctorate will constitute a unique professional research experience;
3. A student, trained by the best teachers in their discipline.

Hence the need to carry out various administrative procedures with different departments within UCLouvain:

- The HR Administration (ARH)
- The Registration Service (SIC)
- Research Administration (ADRE)
- The Doctoral Commission (CDD)
- The Institute (IPSY / IACS / IONS/ etc.)

There is a "network" of researchers/doctoral students within your research institute, which could be useful to activate, as it will facilitate the exchange of information throughout your course.

There are also CorSci representatives within your institute to help you deal with the various problems you may face during your PhD thesis.

Ask your institute/research secretary for more information.

Our faculty has a lot of researchers, but not every researcher is automatically a doctoral student.

A research project can indeed be carried out in different ways, it does not have to be carried out within the framework of a PhD.

The CDD manages issues related to the doctoral programme.

Please note that some tasks are not within the remit of the CDD:

- Registration and graduation are the responsibility of the university where the doctorate is carried out, in this case UCLouvain;
- The doctoral training offer is the responsibility of the Thematic Doctoral Schools (EDT);
- Management of the PSYCEDUC platform;
- Answering questions relating to your work contract, deadlines and procedures imposed by a funding body (e.g. FRS, FNRS, FRIA, FRESH...)

However, the administrative manager remains at your disposal to put you in contact with the right people at UCLouvain.



PhD students under contract Assistant:

- An Assistant contract implies that an application for admission to the doctorate is filed with the CDD. This is mandatory!
- Keep in mind that there is a procedure for the renewal of the assistant's mandate, with deadlines. This procedure will be introduced by the doctoral student, and will be submitted to the opinion of the thesis promoter, the president of the institute and the dean. It will be a question at this point of being able to communicate an initial assessment of the state of progress of the thesis. It will then be forwarded to the sector vice-rector for decision and is ratified by the board of directors;
- Among other things, this concerns the operating funds allocated to your promoter. If the registration is not in order at the level of the Registration Service, the operating credit is lost!
- It will be strongly recommended to submit the final admission application to the CDD as soon as possible after the start of the Assistant contract (ideally during Q1). The longer you wait to start your thesis project, the more you will be in trouble when you apply for renewal.

Reference texts

The doctoral programme in Psychological and Educational Sciences is governed by two texts / regulations:

UCLouvain Doctoral regulations

A single set of regulations, common to all CDDs within the university.

These regulations constitute the reference texts governing doctorates.

In the event of a dispute, they are the only ones that are authentic.

They can be downloaded from the UCL website: <https://uclouvain.be/en/research/valodoc/doctoral-regulations.html>

« Special regulatory provisions »

Specific to each doctoral committee (via Intranet)

These special provisions for the field of Psychological and Educational Sciences are specific to each CDD within the university.

**You are strongly advised to read these texts carefully in order to make them your own.
The other information and procedures available are useful complements but do not replace or modify the regulatory texts.**

Types of scientific collaborations

Scientific collaboration on research work as part of a doctoral programme can take different forms and must correspond as closely as possible to your research work and your doctoral training.

Within the framework of a doctorate carried out at UCLouvain, the richness of the scientific collaboration will already be established through the different members who will constitute the Supervisory panel. Each of them will allow the doctoral student to approach specific research axes and to get in touch with their own network.

Thesis co-promotion = co-promotion without co-diplomation

Depending on the research topic, scientific collaboration can also be extended by means of thesis co-promotion (without co-diplomation) by carrying out a doctoral course within UCLouvain but with the more specific expertise of two official thesis promoters. This collaboration is often accompanied by scientific research and/or training visits to the university of the second promoter.

Two or three thesis promoters agree to effectively and personally direct the research work. The thesis co-promoter(s) may be from the same university as the accredited promoter (from a different Institute or Research Centre). But more often, the co-supervisors are attached to another university, or even to a research centre outside the university of the accredited promoter.

Whether the doctorate is carried out at UCLouvain or at another institution, it is important that the choice of the second promoter be validated by means of a co-promotion agreement drawn up at the level of the institute to which he or she is attached (IPSY, IACS, IONS, etc.) so that all the investment he or she will make in the research work is officially recognised.

In the case of thesis co-promotion, admission and registration for the doctorate are carried out at only one university with a view to obtaining the doctoral degree from that university.

In order to set up the collaboration with the second promoter, many technical means to interact now exist. However, scientific research and/or training visits to the second promoter's research team can also be very rewarding. Under certain conditions, they may be validated as part of the doctoral training provided for in the doctoral programme.

Are you planning to carry out your doctoral research at another university but would like a professor from UCLouvain to be your second promoter?

Discuss this with your thesis promoter who, through his or her network, will be able to put you in contact with professors at UCLouvain.

Joint doctoral programme = co-promotion with co-diplomation

In addition to co-promotion, an even stronger scientific collaboration can be established by means of a joint doctoral programme (with co-diplomation) by carrying out one's entire doctoral course within UCLouvain and another partner university on the basis of the same research work. This leads to a double degree from each of the universities involved.

Depending on the research topic, a joint doctoral programme may be relevant. It will be organised not only around two thesis promoters, but also for all the stages and requirements of the doctoral course.

The second promoter is from another university authorised to award the doctorate. This may be another university in the Wallonia-Brussels Federation or a university outside it.

A joint doctoral programme allows two universities to award, at the same time, its doctoral degree on the basis of the same research work.

Consequently, the awarding of doctoral degrees by each university requires that the scientific and academic requirements of each of them be met by carrying out a unique and complete doctoral course within the two partner universities.

It is a whole alchemy that must be put in place where the investment of each university is planned in a relatively balanced way.

In order to set up a joint doctoral programme, an agreement must be drawn up which defines, in addition to the doctoral regulations of the two universities, the practical aspects of the organisation of this co-diplomation.

In practice, a joint doctoral thesis (with co-diplomation) requires:

- Admission and registration at both universities with a view to obtaining a doctorate from each;
- A joint scientific Supervisory panel in which the two promoters are represented;
- A common doctoral training programme, with scientific activities that can be validated in each university;
- A research theme that will lead to the writing of a single thesis manuscript;
- A minimum of 25% of the research time spent in a research team at each institution;
- A single thesis jury to award the doctoral degrees of each university;
- Common final tests: a private defence and a public defence.

Are you planning to carry out your doctoral research at UCLouvain in the form of a joint doctoral programme with another university?

When you submit your application for admission to the doctorate to our CDD, you can propose, in consultation with your UCLouvain/PSP accredited promoter, the name of a second promoter and the wish to carry out your work in the framework of a joint doctoral programme.

To officially open a joint doctoral programme, you must:

- Write, with the help of your two promoters, a preliminary draft of the joint doctoral agreement based on the UCLouvain model. This can be obtained from the CDD secretariat;
- Complete and return the application form to the doctoral manager. This can be obtained from the CDD secretariat.

At the same time, you must also take the same steps at the other university.



The joint doctoral agreement must be finalised at the latest before the successful completion of the mid-term evaluation!

Scientific stays

Immersing yourself in a research team other than your own is a real enrichment for your research work and for yourself.

Are you a doctoral student at UCLouvain and would you like to carry out a scientific research and/or training stay in another university?

Your promoter and the other members of your support committee can put you in touch with their network of contacts. Do you already have a co-promoter at another university? They may be able to host you as part of their research team. Once you have found a place, make sure you receive an official letter of invitation from the university. It will guarantee that you will be welcomed under good conditions.

Are you a doctoral student at another university and would you like to do a scientific research and/or training stay at UCLouvain?

Discuss this with your thesis promoter who, through his or her network, will be able to put you in contact with professors at UCLouvain who could perhaps welcome you for this stay.

Do you already have a co-promoter at UCLouvain?

He/she may be able to welcome you in his/her research team.

If the planned scientific stay is less than or equal to 3 months, you can be hosted at UCLouvain as a "visiting researcher" (access after identification).

If the totality of the planned scientific stay is longer than 3 months, you can be hosted at UCLouvain as a "doctoral student".

Whatever the status under which you will be invited to UCLouvain, you will receive an official letter from our university.

The procedures must be carried out through the UCLouvain professor who wishes to host you at his or her research institute.

Actors in the doctoral programme

UCLouvain Doctoral Commission – CODOL

The UCLouvain Doctoral Commission is responsible for all the Domain Doctoral Commissions (CDD). Its mission is to draw up and implement doctoral regulations. It plays an arbitration and appeal role in the event of disputes, and is a forum for debate and proposals on specific doctoral issues.

It is chaired by the Pro rector for Research and is composed of all the CDD Presidents, the administrative managers and a representative of the scientific body.

The secretariat is provided by the PhD Administrative Coordinator.

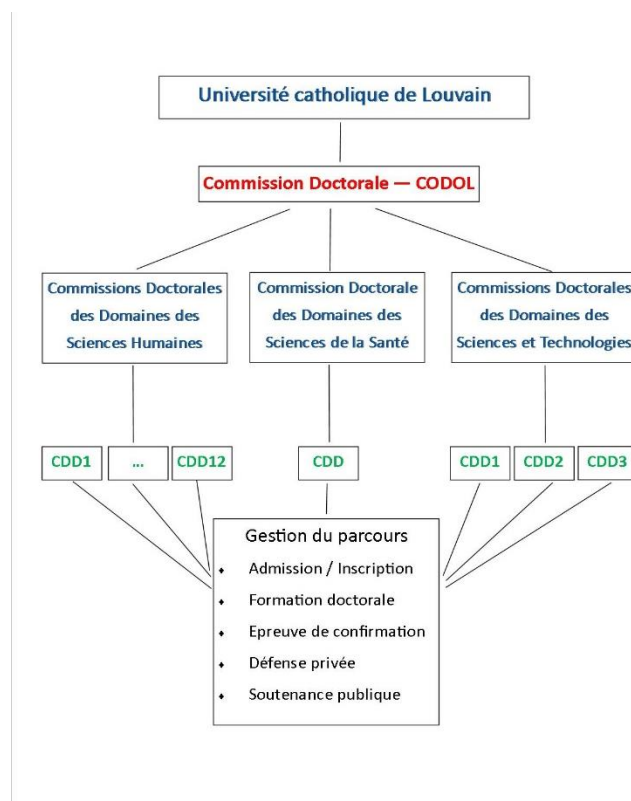
Domain Doctoral Commission - CDD

The CDDs cover all fields of study and research in which a doctorate can be carried out at UCLouvain. Within their field, the CDDs are responsible for monitoring and validating the various stages of the doctoral programme from admission to graduation.

Each CDD is composed of academic members and a CorSci representative.

The secretariat is provided by the PhD Manager.

As such, whether you are a doctoral student, promoter, member of a Supervisory panel, president or member of a thesis jury, she will be your main contact throughout the doctoral process, including in the event of difficulties.



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In compliance with the general provisions of the UCLouvain doctoral regulations, each CDD has adopted specific provisions that set out the terms and conditions for implementing the doctorate in their field of study.

The composition of the CDD "Psychological and Educational Sciences" is

- Approved by the Dean and the Institute Presidents
- Sent to CODOL for validation by the Prorector of Research, before validation by the sector offices

Its members :

- Represent the different scientific orientations of the field;
 - Are chosen by their peers;
 - Have been invited to sit on the CDD;
 - Have received a mandate from the Prorector for Research, on behalf of the Rector of UCLouvain
 - Are available and can be contacted by doctoral students to answer any questions
-
- Prof. Jean-Luc BRACKELAIRE – IACS – Psychologie clinique et de la santé
 - Mme Roberta Pia CALCE – IPSY – Représentant CorSci
 - Prof. Martin EDWARDS – IPSY - Neurosciences cognitives
 - Prof. Pierre MAURAGE – IPSY – Secrétaire académique - Psychologie clinique et de la santé
 - Prof. Isabel RAEMDONCK – IACS – Présidente - Psychologie du développement et de l'éducation, et Sciences de l'éducation - Secrétaire académique
 - Mme Martine JANSSENS - Secrétaire administrative

Its role:

- **Improve** the quality and attractiveness of the PhD and the Doctoral training programme
- **Supporting** doctoral students throughout the PhD
- **Ensuring** compliance with doctoral regulations
- **Validate and manage** the PhD in all its aspects, components and stages: from admission to the award of the diploma, including the Doctoral training programme, annual meetings, the constitution of the jury, thesis defences, etc.
- **Set** the specific rules it applies in these matters (= Special provisions);
- **Guarantee**
 - consistency, continuity and equity among all
 - a level of requirement linked to the doctorate that is identical for all
- **To manage** any conflict or problematic situation between a doctoral student and a promoter
How can this be done?
 - By offering a communication channel to the doctoral student to report a problematic situation;
 - By guaranteeing the confidentiality of information
 - By looking after the interests of the doctoral student;
 - By implementing follow-up and decision, in agreement with the doctoral student.

Some tasks are not the responsibility of the CDD:

- > Registration and graduation are the responsibility of the university where the PhD is carried out, in this case UCLouvain;
- > The doctoral training offer is the responsibility of the Thematic Doctoral Schools (EDT);
- > Management of the Thematic Doctoral School PSYCEDUC offer and platform;
- > Answering questions relating to your work contract, deadlines and procedures imposed by a funding body (e.g. FRS, FNRS, FRIA, FRESH...).

However, the administrative manager remains at your disposal to put you in contact with the right people at UCLouvain.

Supervisor

Role

The supervisor will play an important role throughout the doctoral process, from admission to graduation:

- > When putting together the admission file: it is with the help of your promoter that you will put together your admission application file; whether it be for the elaboration of the thesis project in all its aspects (in particular work plan and inventory of human, material and financial means), for the choice of the members who will make up your support committee, for the choice of doctoral training activities, etc.
- > Throughout the course: he/she undertakes to effectively and personally direct the work relating to the preparation of the thesis. The other members of the supervisory panel also undertake to provide regular assistance throughout the work. It is nevertheless up to you to solicit them;
- > At the end of the course: the promoter, together with the other members of the support committee, will evaluate your thesis work with a view to completing the final stages of the doctoral course. In addition, the promoter is part of the thesis jury during the private defence and the public defence.

A single "accredited" promoter is designated for each doctoral student.
If the research topic justifies it, the applicant may have several promoters.
These will be designated as "authorised" promoters.

See the Doctoral Regulations – Eligibility criteria for supervising a doctoral thesis - Criteria relating to the status of the supervisor: accredited and authorised promoter.

Supervisory panel

Composition

- An accredited supervisor to direct the thesis work;
- If the research topic justifies it, the candidate may have several promoters;
- At least two other members (the regulations do not provide for a maximum);
- At least one member of the Supervisory panel is not a member of the research team to which the promoter belongs;
- All members of the Supervisory panel have a doctorate obtained after the defence of a thesis or demonstrate equivalent expertise;
- The accredited promoter must be a member of the Faculty of Psychology and Educational Sciences of the UCLouvain;
- Academic or permanent scientific members belonging to the PSP faculty or to the IPSY or IACCHOS Institutes cannot be in the minority in a steering committee.

Role

The members of the Supervisory panel will guide and advise you both in the orientation of your research and in opening a wider network of scientific contacts.

The members of the supervisory panel are there to listen to you and help you effectively in your research. They are committed to providing you with regular assistance throughout the duration of the PhD.

The supervisory panel and the candidate interact at least once a year during the annual evaluation or the mid-term evaluation.

It is the responsibility of the supervisory committee to assess the quality of your scientific work. It will do this formally during the mid-term evaluation and to authorise you to submit a provisional manuscript and present your thesis during the private defence.

In case of a joint doctoral programme, a joint supervisory committee will be appointed. It will include members from each of the two institutions in order to ensure a balanced supervision of the doctoral student.

Modification / Update

During the course of the project, changes in the composition of the supervisory panel may be required. Any request for changes, duly signed by the previous and the new committee, must be submitted to the CDD for approval.

Specific PhD examination boards (= Jury)

See « The end of the doctoral programme » et « Formation of a Specific PhD examination boards ».

PhD administration secretary

Within each CDD, the doctoral managers are responsible for the day-to-day administrative management of doctoral students:

- Informing candidates about the thesis opportunities and the procedures to follow;
- Informing doctoral students of the different stages and obligations of the programme;
- Attend the CDD meetings, provide secretarial services and follow up on decisions with the various parties involved in the programme;
- Inform about the possibilities of doctoral training activities. In some cases, they provide administrative support to the secretariat of a Thematic Doctoral School at the F.R.S.-FNRS;
- Contribute to the practical organisation of thesis defences and ensure their publicity within UCLouvain.

Therefore, whether you are a doctoral student, a promoter, a member of an accompanying committee, a president or a member of a thesis jury, the administrator is the preferred contact for all useful information as well as for all requests or questions concerning the CDD.

Enrolment Office

The Enrolment Office manages enrolment and re-registration at UCLouvain for all study programmes, including doctoral programmes (PhD and doctoral training).

In order for the CDD to follow your doctoral studies and for you to benefit from the supervision of your promoter and your support committee, it is essential that you register each year for the doctoral programme to which you have been admitted.

- First registration at UCLouvain: this can be done throughout the academic year.
- Re-registration at UCLouvain: this is done each year online via your Virtual Office between the beginning of July and the end of September (or on site until the end of October).

A full registration fee must be paid at the time of the first registration. Thereafter, each year, only an administrative registration fee is required (66€ in 2019-2020).

For further information, please contact : <https://uclouvain.be/en/study/inscriptions/legalisation-and-authentication.html>

UCLouvain contact persons

Within the PSP faculty, there are many resources to help you deal with the various problems you may face during the completion of your PhD thesis:

- CorSci representative in PSP: Marco Barilari - Magali Beylat - Roberta Pia Calce - Aline Cordonnier - Samuel Salvaggio (updated annually);
- CorSci representative in CDD: Roberta Pia Calce
- Assistants' representatives : Sophie Bouilliez - Emilie Collette - Simon Enthoven - Catherine Grenier - Emma Sarter - Christine Wiertz - Morgane Xhonneux (updated annually)
- Administrative Secretary CDD: Martine Janssens
- Members of the CDD

There is also a UCLouvain platform dedicated to PhD students: « Valo Doc »
<https://intranet.uclouvain.be/en/myucl/administrations/adre/valodoc>
(Accessible après identification)

At UCLouvain, there are many resources to help you deal with the various problems you may face during the completion of your doctoral thesis.

From your registration to your defence, and in addition to the support of your CDD, Valo Doc provides you with everything you need to know to enable you to carry out your research work in an adequate and harmonised framework. To know where to turn, consult this table to see more clearly the roles of each body and service at UCLouvain:
<https://intranet.uclouvain.be/fr/myucl/administrations/adre/valodoc/mon-doctorat-et-moi.html>

On these pages you will find information on the administrative procedures to be carried out throughout your career with various internal entities (CDD, SIC, ADRE, Institutes, ARH, ADFI, ADRI, DIAL, etc.) but also information on other aspects of your doctorate: training courses, possibilities of valorisation or mobility as well as tools for professional integration.

Do you still have questions about PhD?

Please do not hesitate to take contact with:

- The administrative doctoral manager of your doctoral commission of domain (CDD) : Martine JANSSENS - martine.janssens@uclouvain.be
- [The PhD coordinator of UCLouvain : Sophie LECLERE - sophie.leclere@uclouvain.be](#)