

General rules and regulations for studies and works related to the PhD in engineering and computer sciences

Academic year 2019-2020

Preamble

This regulation supplements and clarifies the general rules and regulations for studies and works related to the preparation of a PhD thesis in effect at the University of Liège. It sets the conditions for access, the organization and the execution of studies and works for the purpose of obtaining the academic degree of PhD in Engineering and Technology and in Computer Science within the School of Engineering at the University of Liège.

The PhD in Architecture and urban planning is organized jointly by the School of Engineering and the Faculty of Architecture and is subject to specific regulations.

Chapter I : Definitions

Article 1

For the application of this regulation, one should understand by:

- **ARES:** Academy of Research and Higher Education, which brings together the higher education institutions of the French Community and which is responsible for ensuring the performance of the various missions of higher education, research and service to the community of higher education institutions in the French Community;
- **Doctorate board:** executive body of the University Council of Doctoral Education (CUFDD);
- **College:** 3rd cycle jury;
- **University Council of Doctoral Education (CUFDD):** institutional body that ensures the implementation of a supervision and follow-up strategy for PhD candidates in order to promote this programme within the university;
- **Landscape Decree:** the Decree of 7 November 2013 defining the landscape for higher education and academic organisation of studies;
- **Doctoral School (graduate college):** a coordination structure whose mission is to welcome, promote and stimulate the creation of thematic doctoral schools in its field;

- **Thematic Doctoral School (graduate school):** research and teaching structure responsible for providing doctoral training in the fields of study of the doctoral schools on which it depends.
- **Faculty:** are considered Faculties for the application of this regulation: Faculty of Philosophy and Letters, Faculty of Law, Political Science and Criminology, Faculty of Science, Faculty of Medicine, Faculty of Applied Sciences, Faculty of Veterinary Medicine, Faculty of Psychology, Speech Therapy and Education Sciences, HEC School of management, Faculty of Social Sciences, Gembloux Agro-Bio Tech, Faculty of Architecture;
- **Jury:** special doctoral jury;
- **University:** the University of Liège.

Chapter II: PhD programme and Doctoral Training

Article 2: PhD programme

§1 The doctoral examination consists of:

- the writing of a personal and original essay based on the results of research carried out by the candidate either alone or as part of a group.

The thesis is written in French or in English or in another language, with the agreement of the College and after consulting the thesis committee.

The dissertation may be structured around a collection of scientific articles written by the candidate as author or co-author, provided that they present in a coherent manner (including the homogeneity of the notations) the problem addressed and the corresponding state of the art, the articulation of the various publications in relation to the goals of the thesis and an original discussion of the perspectives opened by the obtained results. The document must make it possible to clearly identify the personal input from the candidate in each publication.

And

- the public presentation of this work, highlighting its qualities, its originality as well as the candidate's abilities in scientific popularization.

The public presentation is given in French, in English or in another language, with the agreement of the jury. It should not last longer than two hours, the oral presentation of the essay not exceeding one hour.

§2 These regulations apply in the School of Engineering to the PhD in the field of engineering and technology and in the field of computer science.

§3 Doctoral studies globally correspond ^[3] to at least 180 credits acquired after an initial programme of at least 300 credits certified by Master's degree or equivalent.

Article 3: *The doctoral training programme*

§1 No one may obtain a PhD degree if they have not successfully passed corresponding doctoral training.

§2 Doctoral training programmes are related to the specific skills of research teams and provide graduates a high scientific and professional qualification. They are supervised by the teams associated with a thematic doctoral school certified by the ARES on approval from the Thematic University Chamber.

§3 The doctoral training programme is established by the relevant doctoral college and essentially consists of specific activities related to the research profession. This may not include more than 30 credits of learning activities.

The doctoral training programme is divided into three parts: thematic training, transferable skills training, and scientific production. The college may decide to include in the doctoral training the practice of didactic supervising activities, but the value of this practice cannot exceed 6 credits.

§4 Insofar as the doctoral training includes corresponding learning activities, the college can accredit a maximum of 30 credits from the in-depth orientation of the Masters obtained by the doctoral candidate in the same field.

§5 Each academic year, the state of progress of the doctoral studies is validated for each PhD candidate by the college, upon approval from the thesis committee. The college may allow or require that the training programme be carried out in one year as long as the registration of the PhD candidate has been finalised no later than 31 October of the academic year in progress

When they consider it appropriate and, in particular, according to their assessment of the research dynamics initiated by the PhD student and their supervisor as observed during the first annual evaluation, the doctoral college may require a PhD student to write a detailed presentation of their research project showing strong personal understanding of the subject matter and a multi-year plan for achieving the objectives set.

§6 The successful completion of the doctoral training leads to the issuance of a research training certificate, approving 60 training credits. The certificate is signed by the Rector, the President and the Vice-President of the college.

Chapter III: Admission conditions for 3rd cycle studies

Article 4: *Competent body*

Admission to doctoral studies and doctoral training is the responsibility of the college of the research field of the candidate, subject to compliance with the minimum conditions set out in article 5.

Article 5: *Minimum access conditions*

It is not possible to be admitted to the PhD programme and doctoral training:

1. If you do not meet the legal minimum access conditions;
2. If you did not distinguish yourself during your second cycle studies;
3. If your research project isn't sufficiently defined and if you do not provide written proof that your research project is supervised by a member of the University who is either a member of the academic body or has the title of doctor with thesis or "agrégé" (qualified) within higher education.

Article 6: *Additional access conditions*

If they deem it necessary, the college may decide to impose upon a candidate one or several additional learning activities, without these activities amounting to more than 60 credits.

Chapter IV: Registration procedure

Article 7: *Principles*

No registration for the PhD or doctoral training can take place if it does not respect the terms and procedures set out in this chapter.

Article 8: *Procedure*

Applications for first enrolment in a doctoral program at the School of Engineering are submitted by the supervisor via the online form available at www.facs.uliege.be/le-doctorat-en-pratique.

In addition to the candidate's identity, the application must include the candidate's academic background, the proposed composition of the thesis committee and a summary of the research project. Requests for credits recognition in the context of doctoral training or of joint supervision may also be submitted at this stage.

Article 9: *Registration*

§1 *1st enrolment*

On the basis of the authorisation of the president of the college after examination of the application submitted in accordance with the procedure described in Article 8, the candidate contacts the Admission department to formalize their registration for the PhD programme and doctoral training.

Registration must be done no later than 31 October. However, the registration can, with the authorisation of the doctoral college and for motivated reasons, be carried out up until the eve of the opening day of registration for the following academic year. In this case, under no circumstances will the defence take place during the current academic year. The late registration authorisation letter established by the college makes this restriction clear.

§2 Subsequent years

For each year of study leading to a PhD degree and research training certificate, the PhD candidate must re-enrol. This must be done by 31 October at the latest, every year.

Article 10

§1 In the first year of their enrolment, the PhD candidate pays the registration fees. The PhD candidate only has to pay the registration fees once when he registers simultaneously for the PhD programme and doctoral training

§2 In subsequent years, including the year of the defence, the doctoral student only pays the registration fee for the roll.

§3 By way of derogation from §1 and §2, registration for the PhD programme and the doctoral training is free for members of the University staff, as well as for researchers attached to the University and beneficiaries of an FRS-FNRS mandate and its associated funds.

Chapter V: The doctoral colleges

Article 11: *Creation and composition*

§1 The doctoral colleges are created by the Board of Directors upon proposal by the relevant Faculty(ies) and after opinion of the doctoral board.

The organization of studies and works related to the preparation of a PhD thesis in engineering and technology at the School of Engineering is under the responsibility of the following doctoral colleges:

- Doctoral college in Aerospace and Mechanics,
- Doctoral college in Architecture, Engineering and Geology,
- Doctoral college in Chemical Engineering,
- Doctoral college in Electricity, Electronics and Computer science.

These doctoral colleges are attached to the corresponding departments of the School of Engineering. The Doctoral college in Electricity, Electronics and Computer science is also qualified for the organisation of the doctorate in computer science.

§2 The colleges identified in §1 are composed of five members of the department with the title of doctor with thesis, including at least one member of the permanent scientific staff. They have voting rights and are elected by the members of the department with the title of doctor with thesis.

§3 Every year, each college shall appoint a President and a Vice-President among its members. The Vice-President takes on the function of secretary.

§4 Each college invites to its meeting a postgraduate with a consultative voice, elected by the postgraduates of the department for a two-year term (renewable once).

One member of the administrative staff is appointed by the executive board of the department to ensure the administrative management of doctorates.

§5 The composition of the colleges as well as the names of the Presidents and Vice-Presidents are communicated each year by the administrative management of the faculty, no later than 15 September, to the doctoral board, to be noted, to the executive bureau of the Board of Directors.

Article 11bis: *Harmonisation*

The presidents of the colleges, under the chairmanship of the Dean of the School of Engineering, set up a committee to ensure the coordination and harmonisation of the policy and rules adopted in the various colleges.

This committee meets at least once a year. It submits to the Faculty a report on the organization and development of postgraduate studies over the past academic year.

Article 12: *Missions and operation*

§1 (*Missions*)

In particular, the college is responsible for:

- the formulation of its regulations, in accordance with chapter XV;
- the admission of candidates, academic recognition and recognition of achievements;
- the validation of the appointing of the supervisor and, if applicable, co-supervisor;
- the scientific monitoring of the progress of the PhD student's work.

They propose to the faculty the composition of the thesis committee and the doctoral jury (chapter VI).

They are the contact point of the PhD candidate, the members of the thesis committee and the jury. They can be called upon for any dispute that may arise between them.

Each year, on the basis of the report of the thesis committees, they adjudicate on the progress of doctoral training and the thesis work of their PhD candidates.

No later than the 1st of July, they notify the registration department of the approval or refusal of the college for the re-enrolment of PhD candidates for the following academic year.

The college certifies the successful completion of the research training certificate. This globally corresponds to 60 credits. It is acquired without mention.

§2 (Operation)

The college does not validly deliberate unless at least half of its members with voting rights are present. Decisions are taken by an absolute majority of the members present. In the event of a tie, the President shall have the casting vote.

Chapter VI: Supervisor, Thesis Committee and Jury of each PhD candidate

Section 1: The supervisor

Article 13:

§1 Upon admission of the candidate, the college validates the appointment of the thesis supervisor. The supervisor ensures the supervision of the doctoral candidate's work and oversees the periodic meeting of the thesis committee.

§2 The supervisor is a member or tied to the University. They are part of the permanent academic or scientific staff, holder of the title of doctor with thesis or "agrégé" in higher education.

§3 In exceptional circumstances that it determines, in particular in view of the notoriety of the person concerned, the college may exempt the thesis supervisor from the conditions set in §2.

§4 If the supervisor appointed pursuant to §1 and §2 is not a member of or tied to the School of Engineering or loses this status either because they are admitted to retirement or because they leave the Faculty, the college must appoint a co-supervisor on the basis of the proposal of the supervisor and the PhD candidate.

§5 When the thesis supervisor is designated pursuant to §3, the college must appoint a co-supervisor, based on the proposal of the thesis supervisor and the doctoral candidate.

§6 Any proposal for a change of supervisor or co-supervisor during the thesis must be notified to the President of the college (or Vice-President if the latter is concerned), specifying the reasons behind this proposal. The appointment of the new supervisor or co-supervisor is subject to validation by the college, the agreement of the PhD student being required. In the event of disagreement about this change, the college arbitrates the dispute and, if they consider it appropriate, invite the PhD student to submit the name of

a new supervisor or co-supervisor. In the absence of a new appointment approved by the college, the doctoral student may not be admitted to continue.

§7 The co-supervisor appointed pursuant to §4 or §5 is a member of or is tied to the School of Engineering. They are part of the permanent academic or scientific staff, holder of the title of doctor with thesis or "agrégé" in higher education.

Section 2: The thesis committee

Article 14: *Designation and composition*

At the meeting of the Faculty Council following the finalization of the PhD student's registration, the Faculty will compose the thesis committee on the proposal of the college and with the consent of the PhD student.

The thesis committee is composed of at least three members, including the thesis supervisor and the potential co-supervisor.

Members are chosen for their competence and cannot all belong to the same research team. They must hold the title of doctor with thesis or "agrégé" in higher education. In exceptional circumstances assessed by the Faculty, in particular in consideration of the reputation of the person concerned, the Faculty may exempt a member of the thesis committee from the condition of being a holder of the title of doctor with thesis or "agrégé" in higher education.

Article 15: *Missions*

§1 The thesis committee advises the PhD student in the preparation and writing of their thesis. It meets at least once a year in the presence of the PhD candidate, who presents the progress of their thesis and doctoral training.

§2 Annually, and no later than 31 May, the committee, on the basis of the information provided by the PhD candidate, submits its report to the doctoral college (see attached report framework) after having informed PhD candidate. This report sets out the thesis committee's reasoned opinion on the state of progress of the doctoral training and the doctoral thesis, and provides the college with a recommendation concerning the doctoral candidate's re-enrolment. If this report is negative, the committee may, by reasoned opinion, recommend to the college not to allow the re-enrolment of the doctoral candidate and must inform the doctoral candidate. In this case, the doctoral candidate can also contact the college in order to be heard before the annual deliberation.

§3 When the progress of the thesis justifies it, the committee provides the college with a report approving the submission of the dissertation and suggesting that the doctoral jury be constituted.

§4 The committee ensures that, where applicable, the conditions of confidentiality as stipulated in the contracts are respected without hindering the proper conduct of the research.

Section 3: The PhD candidate's jury

Article 16: *Designation and composition of the jury*

§1 On a proposal from the college, the faculty shall constitute the PhD student's specific jury and appoint its President and Secretary. The request for the composition of the jury may also be submitted to the faculty at the sole initiative of the PhD student. In both cases, a report from the thesis committee is attached to the application. This report expresses the collegial opinion of the members of the committee. It is accompanied by potential comments from the PhD student.

§2 (Single regulation of the ARES)

The jury is composed of at least five members, including the supervisor and the potential co-supervisor, chosen on the basis of their particular expertise in the subject of the thesis being defended. They hold a doctorate with a thesis, are « agrégé » in higher education or are recognised as highly competent scientifically or artistically in the field.

The jury shall include at least three members from outside the supervisor's department, at least two of whom shall be from outside the University of Liège.

With the possible exception of theses carried out under joint supervision (cf. Article 22), the jury is chaired by a member of the academic body or the permanent scientific staff of the School of Engineering or a permanent representative of the F.R.S.-FNRS attached to the School of Engineering. The president is not allowed to be thesis supervisor or co-supervisor. The supervisor acts as secretary to the jury.

§3 The PhD candidate's jury will only be formed if the doctoral candidate has successfully completed their doctoral training and is in good standing with respect to their registration.

Article 17: *The moderator*

There is no moderator as far as the School of Engineering is concerned

Chapter VII: Thesis defence

Article 18: *Procedure of eligibility for the defence*

No later than two months after the constitution of the jury and the communication of their dissertation project by the candidate to all its members, the jury shall meet to decide on admission to public defence.

Members of the jury who are unable to attend this meeting, either physically or by videoconference, are required to forward their questions, remarks and/or opinions in writing to the president of the jury.

The jury may decide on this occasion to meet with the candidate.

At the end of this meeting, a report is sent to the College by the president of the jury. In the event of disagreement between the members of the jury, minority notes are attached to this report.

If the thesis is deemed acceptable, the jury, in agreement with the candidate, proposes a date for the public defence to the Dean.

If the thesis is not deemed acceptable, the jury will specify to the doctoral student the points he would like to see improved and set a deadline for a new meeting.

Article 19: *Thesis defence*

No thesis defence can take place if the candidate is not regularly enrolled in the doctorate programme. It must take place no later than September 14th of the current academic year.

However, in the case of a thesis carried out under joint supervision, the Dean may, exceptionally, allow the defence of a thesis beyond this date, but the date set for the defence may not be later than November 14th of the current calendar year.

In agreement with the supervisor, the Dean sets the timetable. Unless an exemption is granted by the college, the defence of the thesis must be organised no later than three months after the appointment of the jury.

Article 20 *(Single regulation of the ARES)*

§1 At least half of the members of the jury actively participate in the public thesis defence.

§2 Each jury member has one vote and participates in the deliberations in person or via videoconference or a written assessment.

§3 The deliberations of the special jury take place in a closed session. All members of the jury have the duty to respect the secrecy of the deliberations and voting.

§4 The specific jury decides sovereignly and collegially. Decisions are taken by a simple majority. In the event of a tie, the President shall have the determining vote.

§5 The specific jury justifies its decision in a defence report that makes reference (at the least) to the criteria set by Article 3.

§6 The decisions of the jury are made public by proclamation, then displayed for at least fifteen days following the proclamation.

Article 21

§1 The specific jury confers the academic degree of doctor on the PhD candidate when it finds that the minimum number of credits has been earned, that the conditions of the study programme have been met, that the conditions for access to studies have been met and that the student has been regularly enrolled. (*Single regulation of the ARES*)

§2 Within the framework of the deliberation, the jury takes into account, in particular, the following criteria:

- the quality and originality of the dissertation ;
- the quality of the oral presentation ;
- the answers to the questions during the defence.

§3 The doctoral degree is delivered without mention (single regulation of the ARES).

Article 22 (*single regulation of the ARES*)

When the doctorate is carried out under joint PhD (*cotutelle*), the regulation of the specific jury of the doctoral candidate is determined by the joint PhD convention.

Article 23 *Diploma and defence report*

§1 After the deliberation, the secretary of the jury drafts the defence report, which is signed by all the members of the jury present at the defence ^[17]

A certified copy of this report is included with the diploma or it is communicated to the candidate within a fortnight of the defence if the jury decides not to grant the title of doctor. The other copy shall be kept by the faculty awarding the diploma.

§2 The doctoral degree is specified by the title of the thesis defended and by the field or fields to which it is attached.

§3 The doctoral diploma is signed by the President and the secretary of the student's specific jury.

Chapter VIII: Duration of doctoral studies

Article 24

§1 Except in exceptional circumstances duly noted and accepted by the College, no one may be proclaimed a doctor unless they have been enrolled for three years in doctoral studies.

§2 The doctoral degree can only be awarded if the PhD student has acquired the research training certificate.

Chapter IX: General provisions concerning the presentation of the thesis

Article 25

§1 The name of the University is found on the cover page. The latter is in line with the model which will be defined by the School of Engineering (cf. www.facs.uliege.be/le-doctorat-en-pratique).

§ The copy page, identical to the cover page, is immediately followed by a presentation of the jury then, on the following page, a one-page summary, presented in abstract form, in French, English and, possibly, in one or more other languages, and a copyright notice.

§3 An electronic version of the thesis (at least the table of contents and the bibliographical information) will have to be deposited onto ORBi, the directory of electronic theses of ULiège (orbi.uliege.be).

§4 The references of all publications and scientific papers as well as the full text of all the scientific articles written as part of the doctorate and doctoral training must be deposited in ORBi, the institutional repository of ULiège (orbi.uliege.be) as soon as they are accepted for publication.

Chapter X: Joint PhD (Cotutelle), European label and "UniGR" label

Article 26 (Joint PhD)

Any joint supervision agreement that would be established for a doctoral degree must comply with the framework model agreement adopted by the University, available [on the ULiège website](#).

Article 27 (labels)

Section 1: European label

§1 Upon request by the doctoral candidate or their thesis supervisor, the "label" of European doctorate can be bestowed, in addition to the diploma delivered by the University, when the following 4 conditions are met:

- approval for the submission of the dissertation was granted on the basis of reports written by at least two professors from two higher education institutions in two other EU Member States ;
- a member of the jury must belong to a higher education institution belonging to another EU Member State ;
- part of the oral defence must be in an official language of the European Union other than French ;
- the doctorate must have been partially prepared during a stay of at least one term in another country of the European Union.

§2 The application must be addressed to the doctoral board, which examines whether or not the conditions are met.

§3 The attribution of the European doctorate "label" is materialised by the delivery of a certificate signed by the Vice-Rector having research in their missions and bearing the seal of the University. This certificate is attached to the diploma, but separate from it.

Section 2: European label « University of the Greater Region »^[18] (UniGR)

§1 Upon request from the doctoral candidate or their supervisor, the European label "University of the Greater Region" can be bestowed, in addition to the diploma delivered by the University, when - besides the conditions set out in §1 of section 1 above - the following criteria are respected :

- The doctoral training is the subject of a complementary supervision provided by a professor or doctor from another UniGR university in another country ;
- During the doctoral training, the doctoral candidate has spent a total cumulative stay of at least six months outside their home university, including at least three months at another university in the Greater Region ;
- The doctoral candidate has a transversal skills training of a minimum duration of 16 hours and ideally in a UniGR University other than their home university (training in management, meeting conduct or languages, for example) ;
- The doctoral candidate must demonstrate an experience of international cultural openness in the country of the Greater Region where they have carried out their mobility. To do this, they must produce before the defence of their thesis a document of no more than three pages which consists of a critical analysis of one or more points relating to the culture of this country: lifestyle, thought, artistic and cultural expression, for example. This document will be validated by the thesis director and the supervisor of the University in which they carry out their mobility ;
- A member of the jury must belong to a University of the UniGR network other than their home University.

§2 The doctoral candidate who wishes to obtain the European label "[University of the Greater Region](#)" must submit their application to the "University of the Greater Region" [contact](#) of the University of Liège by means [of the ad hoc form](#).

§3 The attribution of the label is finalised by the issuance of a certificate co-signed by the Rector of the University which delivers the doctoral degree and by the President of the University of the Greater Region.

Chapter XI: Fraud and plagiarism

Article 28

All fraud detected in the constitution of the admissions application or during registration is punishable by exclusion from all admissions process in any higher education institution of the French Community whatsoever, during the following five academic years ^[19].

Article 29

Any fraud or plagiarism proven in the context of doctoral training or doctoral thesis work leads to adjournment.

Disciplinary measures that may extend all the way to exclusion from the University may also be taken against the PhD candidate

Chapter XII: University life - Rights and Duties of candidates

Article 30

§1 Chapter IV "University Life - Rights and Duties of Candidates" of the general regulation of studies and exams applies to PhD candidates.

§2 In addition, the regulation regarding the ownership, protection and exploitation of results of research conducted within the University of Liège¹ applies to doctoral students.

Chapter XIII: Appeals available to the PhD candidate

Article 31

The PhD candidate may appeal to the college for any dispute with their thesis committee, thesis supervisor or jury. They submit their reasoned request by letter (or email) to the President of the college and, if this individual is concerned, to the Vice-President.

After having sought out the opinions that it judges opportune and having heard the doctoral candidate, the college takes a position at the latest within two months of being consulted and informs the PhD candidate in writing of its decision.

The decisions of the college may be subject to an appeal through the [doctoral board](#). This appeal must be lodged with the President of the board and, if they are concerned, with the Vice-President, within fifteen days of receipt of the college's decision.

¹ https://www.enseignement.uliege.be/upload/docs/application/pdf/2019-06/e_reglement_pi.pdf and https://www.uliege.be/upload/docs/application/pdf/2018-06/annexe_1_valorisation-19.04.2017.pdf

Chapter XIV: Academic recognition

Article 32

§1 The holder of a doctoral degree with thesis issued by a foreign higher education institution who wishes to obtain academic recognition of their diploma must submit their request to the registration department ^[20].

§2 Academic recognition is within the competence of the college in the candidate's field of research. In case of agreement, the applicant is given an academic recognition decision signed by the President of the College, the Vice-President of the College and the Rector.

The procedures for the possible designation of the reader(s) of the thesis responsible for reporting to the college are set by the college.

Chapter XV: College regulations

Article 33

Doctoral colleges shall be responsible for interpreting this regulation as far as they are concerned, taking into account any specificities of practice in the corresponding research fields.

Chapter XVI: Entry into force

Article 34

§1 This regulation shall enter into force for the **academic year 2019-2020**.

Valuation of the activities carried out as part of the doctoral training

Notes :

1. *The doctoral college is entitled to depart from the minimum criteria described below to award the training certificate to research taking into account any partial circumstances (confidentiality requirement, thesis in a company, etc.).*
2. *The doctoral college may adjust the valuation of the activities according to its assessment of their relevance and actual volume. In particular, the quality of publications is assessed by the College according to the scientific field, for example by referring to the impact index or publication habits.*
3. *Any activity not explicitly mentioned below may be valued on a case-by-case basis after evaluation by the doctoral college.*
4. *The same activity cannot be valued under two different headings, with the exception of active participation in a congress and the associated publication.*
5. *Activities marked with an asterisk are considered learning activities within the limit of the 30 credits set out in Art. 3 §3.*
6. *The student is invited to upload in myULiege any copy of certificate, proof of participation, letter of invitation, copy of published article... to support their request to value the activity carried out.*
7. *This grid applies to activities carried out from October 2019 onwards.*

Thematic training

minimum 15 credits

Thematic training is directly related to the PhD student's field of research.

	<i>Number of credits</i>	<i>Max per activity</i>	<i>Max in training</i>
▪ 2nd cycle course on the theme with evaluation (e.g. course AX...)*	Number of credits for the course	5	10
▪ 3rd cycle course and training seminars (e.g. thematic doctoral school), summer class on the theme*	1 credit /day or 1 credit / 5 h	5	
▪ Attendance at departmental seminar(s) / RU	1 credit / 5 h (cumulated)		5
▪ Passive participation in an international congress on the theme (min 2 days)	2 credits		

Transferable skills training

minimum 10 credits

Transferable skills training allows the doctoral student to familiarize themselves with the tools essential for the development of scientific research.

	<i>Number of credits</i>	<i>Max per activity</i>	<i>Max in training</i>
▪ Training in scientific writing, project writing, work presentation, documentary research, intellectual property, communication * ...	1 credit / day or 1 credit / 5 h	5	5
▪ IFRES training*	0.5 credit / teacher training unit	5	5
▪ Language course*	1 credit / 8 hours	5	5
▪ Didactic supervision of courses (practical work, tutorials, laboratory,...)	1 credit / 6 h	5	6
▪ Master theses and internships supervision	3 credits / master thesis	3	6
▪ Organization of a national or international scientific event	3 credits / activity		
▪ Stay outside ULiège			15
Scientific stay min. 2 weeks	5 credits		
Scientific stay min. 1 month	10 credits		
Stay in a company min. 1 month	5 credits		
Stay in a company min. 2 months	10 credits		

Scientific production

minimum 25 credits

This part is linked to the production and communication of scientific results

	<i>Number of credits</i>	<i>Expected minimum</i>
▪ Peer-reviewed (accepted) publication as lead author		12
International journal of first category or equivalent (depending on the field)	12 credits	
Other high level international journal, book chapter or international conference proceedings (if relevant in the field under consideration)	8 credits	
International conference proceedings	4 credits	
National conference proceedings or national journal	2 credits	
▪ Peer-reviewed (accepted) publication as co-author		
International journal of first category or equivalent (depending on the field)	6 credits	
Other high level international journal, book chapter or international conference proceedings (if relevant in the field under consideration)	4 credits	
International conference proceedings	2 credits	
National conference proceedings or national journal	1 credit	
▪ Expertise of a publication or a scientific project	4 credits	
▪ Patent accepted (in one or more countries)	12 credits	
▪ Active participation in congresses		10
Oral communication in an international congress	5 credits	
Posting in an international congress	3 credits	
Oral communication in a national congress	3 credits	
Posting in a national congress	1 credit	
▪ Public presentation of ongoing research at a local seminar (e.g. department seminar / RU, PhD students' day...)	2 credits	
▪ Personal writing of a research project with a timetable (4 pages minimum) validated by the thesis committee	5 credits	

Annual doctoral progress report

Name and first name of the PhD student:

Name and first name of the supervisor:

Academic year:

College to which the doctoral student belongs:

- | | |
|--|--|
| <input type="checkbox"/> Aerospace & Mechanics | <input type="checkbox"/> Architecture, Civil Engineering and Geology |
| <input type="checkbox"/> Chemical Engineering | <input type="checkbox"/> Electricity, Electronics and Computer science |

TO BE COMPLETED BY THE PHD STUDENT

Doctoral training ☐ In progress ☐ Completed

Committed credits (summary) : thematic training :	
transferable skills training :	
scientific production :	TOTAL :

Goals of doctoral training for the coming year
(active participation to congresses, publications) :

Thesis advancement

Achievements of the past year (max 10 lines):

Method of interaction with the supervisor and the thesis committee (5 lines):

Possible comments and non-technical difficulties encountered:

Proposed date for submission of the thesis :

TO BE COMPLETED BY THE THESIS COMMITTEE

Thesis Committee's opinion for re-registration:

- ☐ *Favourable*
- ☐ *Unfavourable (attach the thesis committee's reasoned opinion)*

Date:

PhD student's signature:

Supervisor's signature: