

General regulations for studying and training relating to the preparation of a doctoral thesis

Preamble

The decree of 7 November 2013 defining the landscape of higher education and the academic organisation of studies entered into force for postgraduate studies from the 2014–2015 academic year.

Pursuant to the final paragraph of Article 134 of the decree, the ARES (10 June 2014) adopted a unique regulation regarding the specific doctoral student jury, which was integrated in the University regulations.

See also www.recherche.uliege.be/doctorat

Chapter I: Definitions

Article 1

For the purposes of this Regulation, the following definitions shall apply:

- **ARES**: Académie de Recherche et d'Enseignement Supérieur which brings together the higher education establishments in the French Community and which is responsible for ensuring the exercise of the various missions of higher education, research and service to the community of higher education establishments in the French Community ;
- **Doctoral Office**: executive body within the University Council for the doctorate and doctoral training (CUFDD);
- **College**: doctoral jury within the meaning of article 131§1 of the decree;
- **University Council for Doctoral Training and Doctoral Studies (CUFDD)**: a university body that ensures the implementation of a strategy for the supervision and monitoring of doctoral students in order to promote this training within the university;^[1]
- **Landscape Decree**: the Decree of 7 November 2013 defining the landscape of higher education and the academic organisation of studies;

- **Doctoral school:** coordination structure the mission of which is to host, promote and stimulate the creation of thematic doctoral schools in its field. There are currently 22 doctoral schools, recognised by the French Community, one per field of study;^[2]
- **Thematic doctoral school:** research and teaching structure responsible for providing doctoral training in the fields of study of the doctoral schools to which it belongs;
- **Faculty:** for the purposes of this Regulation, the following shall be considered as Faculties: the Faculty of Philosophy and Letters, the Faculty of Law, Political Science and Criminology, the Faculty of Science, the Faculty of Medicine, the Faculty of Applied Sciences, the Faculty of Veterinary Medicine, the Faculty of Psychology, Logopaedics and Educational Sciences, the Faculty of Social Sciences, the HEC - School of Management of ULiège, Gembloux Agro Bio-Tech, the Faculty of Architecture;
- **Jury:** doctoral jury within the meaning of Article 131§1 of the decree;
- **University: the University of Liège**

Chapter II: Doctorate and doctoral training

Article 2: *The doctorate*

§1 The doctoral examination consists of:

- A personal and original piece of work based on the results of research that the candidate has carried out alone or as part of a team.
Each college specifies in its internal rules (see Article 33, §3) the form that this piece of work must take:
 - an essay in the discipline,
 - an essay by the candidate showing the coherence of a set of publications of a scientific nature,
 - a collection of scientific articles (with an introduction and conclusion),
 - or an essay linked to a piece of work, a project or achievements.

The practical arrangements imposed by the doctoral colleges are also listed in the internal regulations of the colleges (see Article 34, §3 and §4).

and

- A public presentation of this work highlighting its qualities and originality, as well as the candidate's ability to encourage wider public understanding of science.

§2 The doctorate is awarded in the fields of study provided for by the decree, namely, as regards the University of Liège: The art of building and urban planning - Performing arts and broadcasting and communication techniques - Art and art sciences - Criminology - History, art history and archaeology - Information and communication - Languages, literature and translation - Philosophy - Sciences - Agricultural sciences and biological engineering - Biomedical and pharmaceutical sciences - Motor sciences - Engineering sciences and technology - Public health sciences - Dental sciences - Economic and management sciences - Legal sciences - Medical sciences - Political and social sciences - Psychological and educational sciences - Veterinary sciences

§3 Doctoral studies correspond^[3] to a fixed number of least 180 credits acquired after an initial course worth at least 300 credits recognised by an academic degree of Master or equivalent.

Article 3: *Doctoral training*

§1 No-one may obtain the grade of doctor if they have not successfully completed the corresponding doctoral training.

§2 Doctoral training is linked to the specific competences of the research teams and provides graduates with a high-level scientific and professional qualification. Doctoral studies are supervised by teams working together in a thematic doctoral school approved by ARES on the advice of the university thematic chamber.

§3 The doctoral training programme is established by the relevant doctoral college which ensures it is publicised. This programme consists mainly of specific activities related to the research profession. It may not comprise more than 30 credits of learning activities.

Doctoral training is divided into three parts^[4] transversal training, thematic training and scientific production. The College may decide to include in the doctoral training the practice of teaching supervision activities, but the value of this practice may not exceed six credits.

§4 Insofar as the doctoral training includes corresponding learning activities, the College may agree to a maximum of 30 credits of the in-depth subject-of a Master's degree obtained by the doctoral student in the same field.

§5 Each academic year, doctoral training progress is validated for each doctoral student by the College, on the advice of the thesis committee. The College may allow or require that the training programme be completed in one year, provided that the doctoral student's matriculation has been finalised no later than 31 October of the current academic year.

§6 Successful completion of the doctoral programme leads to the award of a research training certificate for a total of 60 training credits. The certificate is signed by the Rector, the President and the Vice-President of the College.

Chapter III: Admission requirements for postgraduate studies

Article 4: *Competent body*

Admission to doctoral studies and doctoral training is the responsibility of the college in the applicant's research field subject to compliance with the minimum requirements set out in Article 5.

Article 5: *Minimum access conditions*

No one may be admitted to the doctorate and doctoral training:

1. If they have not met the minimum legal conditions for access ^[5] and any additional conditions laid down by the college rules;
2. If they did not distinguish themselves ^[6] during their graduate studies;
3. And if they do not have a sufficiently defined research project including a work plan and do not provide written proof that their research project is sponsored by a member of the University meeting the conditions of Article 13, §2.

The application form for the initial matriculation is available from each doctoral college.

Article 6: *Additional access conditions*

If considered necessary, the College may decide to impose one or more additional learning activities on an applicant, but these activities may not amount to more than 60 credits ^[7].

Chapter IV: Matriculation procedures

Article 7: *Principles*

No matriculation for doctoral studies or training shall take place unless it complies with the terms and procedures laid down in this Chapter.

Article 8: *Procedure*

§1 The applicant submits their application to the Matriculation Office using the correct form. This office conducts administrative checks and then forwards it to the doctoral college. The applicant will be notified of the decision by the Matriculation Office.

§2 By means of an exception to §1, holders of Belgian higher education diplomas, acquired after undergraduate studies worth at least 120 credits ^[8] submit their applications directly to the President of the College. The College' decision shall be communicated to the applicant by the President of the College.

Article 9: Matriculation

§1 Initial matriculation

On the basis of the letter of authorisation from the Matriculation Office (Art.8§1), or on the basis of the authorisation from the President of the College (art.8§2), the candidate should contact the Matriculation Office in order to formalise their matriculation for the doctorate and/or the doctoral programme^[9].

Matriculation can be take place up to the day before the opening of matriculation for the following academic year unless the internal regulations of the college specify an earlier date^[10].

§2 Subsequent years

Every year of study leading to the doctorate and the research training certificate, the doctoral student must matriculate. This must take place by 31 October of the academic year concerned.

Article 10

§1 In accordance with the procedures laid down in article 6 of the RGEE, the doctoral student pays the school fees in the first year of matriculation. School fees are only paid once when the doctoral student matriculates simultaneously for the doctorate and the doctoral training.^[11]

§2 In the following years, including the year of the defence, the doctoral student pays only their matriculation fees.

3 By way of an exception to §1 and 2, matriculation for the doctorate and doctoral training is free of charge for members of the University staff as well as for researchers attached to the University and beneficiaries of a mandate from the FRS-FNRS and its associated funds.

§2 Students who have not paid 50 euros or their entire matriculation fees if they owe less than 50 euros by 31 October,¹ will be notified that their matriculation cannot be processed. From this point, they will be considered as not having been matriculated for the current academic year.²

Students will be notified through their university email address, and information will be provided on appeal procedures (Chapter XIII).

¹ In case of matriculation after 31 October and before 1 February, payment of the deposit will be required on the day of matriculation.

² If they have not paid 50 euros or their entire matriculation fees if they owe less than 50 euros, the student will not receive the certificate for family allowances or their student card. They will, on the other hand, have access to the university intranet.

§5 Except in cases of *force majeure*, if the full amount of the matriculation fee has not been paid by 1 February at the latest³the student will be notified that their matriculation is invalid.

All matriculation fees remain due.

Students will be notified through their university email address, and information will be provided on appeal procedures (Chapter X III).

Chapter V: The doctoral colleges.

Article 11: *Creation and composition*

§1 The doctoral colleges are created by the Board of Directors, on the proposal of the faculty(ies) concerned and after advice from the doctoral office.

§2 The colleges are composed of members of the academic staff and members of the scientific staff, who hold the title of doctor with thesis. They must have at least five members. Their composition is decided each year by the faculty or faculties concerned. The internal regulations of the colleges shall specify the procedures for appointing the members of the colleges under their jurisdiction.

§3 Every year, each college shall elect from among its members a President and a Vice-President who shall act as Secretary.

§4 The College may decide to invite one or more representatives of doctoral students to its meetings.

§5 The composition of the colleges as well as the names of the Presidents and Vice-Presidents are communicated each year by the administrative directions of the faculty, at the latest on 15 September, to the doctoral office, for acknowledgement, to the Executive Committee of the Board of Directors.

Article 12: *Missions and functioning*

§1 (*Missions*)

- The College shall be responsible for:
 - drawing up internal doctoral regulations in accordance with Chapter XV, in consultation with the Faculty to which it belongs;
 - the admission of applicants, equivalence and recognition of prior learning^[12];
 - approval of the nomination of the sponsor(s) and, if applicable, the co-sponsor;
 - the scientific monitoring of the doctoral student throughout their doctorate.
- It proposes to the faculty or faculties concerned^[13] the composition of the doctoral student's thesis committee and jury (chapter VI);

³ Or upon matriculation if later than 1 February.

- It is the contact point for the doctoral student, the members of the thesis committee and the jury. Any dispute arising between them may be referred to it;
- Every year, on the basis of the report by the thesis committees, the college takes a decision on the progress of the doctoral training and the theses of its doctoral students.

No later than 10 July, it notifies the Matriculation Office of the agreement or refusal of the college for doctoral students to re-matriculate for the following academic year. It also communicates the list of doctoral students who have passed the research training certificate. This research training certificate, which certifies the acquisition of 60 credits, is awarded without grades.

§2 (Operation)

The jury's deliberations are only considered valid if more than half of the members are present. Decisions are taken by an absolute majority of the members present [14] In the event of a split vote, the President has the casting vote.

Chapter VI: Sponsor, Thesis Committee and Jury of each doctoral student

Section 1: The sponsor(s)

Article 13

§1 Upon admission of the applicant, the College approves the appointment of a sponsor. The College may also appoint two sponsors in such circumstances as it may determine. In this case, one of the two is appointed as the administrative manager of the doctoral student with regard to the University.

§2 Each sponsor (except for co-supervisors^[15]) is a member of the University or is attached to it^[16]. They are a member of the academic staff or permanent scientific staff^[17]. Other than in exceptional circumstances to be assessed by the College, in particular in view of the reputation of the person concerned, each sponsor shall hold the title of doctor with a thesis or be an *agrégé* of higher education.

§3 In circumstances to be assessed by the college, it may also approve the appointment of a co-sponsor who may be exempted from the conditions set out in §2^[18].

§4 The sponsor(s) and co-sponsor(s) supervise the doctoral student's work. The sponsor(s) shall ensure that the thesis committee meets periodically.

§5 When the thesis is supervised by a single sponsor,-appointed in application of §§ 1 and 2, and this sponsor loses their status as a member of staff or equivalent of the University either because they retire ^[19] or because they leave the institution, the college must appoint, on the basis of the proposal of the sponsor and the doctoral student, a second sponsor who will become responsible for the administrative management of the doctoral student with regard to the University.

§ When the thesis is supervised by two sponsors, who are members of staff or equivalent of the University and the administrative sponsor of the doctoral student, appointed under the terms of §§1 and 2 loses this status, either because they retire [19] or they leave the Institution, the administrative responsibility is transferred to the other sponsor [21].

§7 Any proposal to change the supervision of the doctoral student during the course of the thesis must be submitted to the President of the College^[22], stating the reasons for the change. This proposal must be approved by the College, with the agreement of the doctoral student. In case of disagreement between the sponsors or between the sponsor(s) and the doctoral student regarding this change, the College will arbitrate the dispute. If a sponsor is not identified and validated by the College, the doctoral student cannot be admitted to continue.

Section 2: The thesis committee

Article 14: Appointment and composition

Within one month of the doctoral student's matriculation (unless an exemption is duly justified by the college) and at the latest one year after matriculation, the relevant faculty or faculties ^[23]compose(s) the thesis committee on the proposal of the college and with the consent of the doctoral student.

The thesis committee is composed of a minimum of three members including the sponsor(s) and co-sponsor(s).

The members are chosen for their competence and cannot all belong to the sponsor's research team. They must hold a doctorate with a thesis or be an *agrégé* of higher education. In exceptional circumstances, which it shall assess^[24], in particular in view of the reputation of the person concerned, the faculty or faculties concerned^[25] may exempt a member of the committee from the requirement to hold a doctorate with a thesis or to be an *agrégé* of higher education.

The internal rules of the colleges may also specify additional specific requirements for the appointment and composition of the Committee.

Article 15: Missions

§1 The thesis committee advises the doctoral student in preparing and writing their thesis. It must meet^[26] at least once a year in the presence of the doctoral student, who presents the progress of their thesis and doctoral training.

§2 Annually and by 31 May^[27] at the latest, the committee, on the basis of the elements provided by the doctoral student, submits its report to the competent doctoral college (see the regulations of the colleges for the modalities related to this report) after having informed the doctoral student. This report explicitly mentions the date upon which the meeting with the thesis committee took place, details the thesis committee opinion on the progress of the doctoral training and the doctoral thesis and makes a

recommendation to the College concerning the doctoral student's re-matriculation. In the event that the thesis committee recommends to the college that the doctoral student not be re-matriculated, the doctoral student may contact the college in order to be heard before the annual deliberation.

§3 When the state of progress of the thesis justifies it and the conditions imposed by the college are verified (see regulations of the doctoral college), the committee submits a report to the college approving the "submission" of the thesis and proposing that the jury be constituted.

§4 The Board shall ensure that, where appropriate, the conditions of confidentiality as stipulated in the contracts are respected without hindering the proper conduct of the research.

Section 3: The doctoral jury

Article 16: *Appointment and composition of the jury*

§1 On the proposal of the college, the faculty or faculties concerned ^[28] establish the doctoral student's specific jury and appoints its President and Secretary^[29].

§2(Unique ARES Regulation)

This jury is composed of at least five members who hold a doctorate or are recognised as having high scientific or artistic competence in the field.

It is chaired by a member of the academic body^[30] of the university, who cannot be the sponsor, one of the sponsors or co-sponsor of the thesis. It must include the sponsors of the research work and members from outside the university chosen for their particular competence in the subject of the thesis being defended.

The internal rules of the colleges may also specify additional specific requirements for the appointment and composition of the Committee.

§3 The doctoral jury can only be established if the doctoral student has successfully completed their doctoral training and is in administrative order with regard to their matriculation.

Article 17: *The moderator*

Insofar as its internal rules so provide, each college may appoint from among its members, for a renewable period of two years, a member of the academic body^[29] to act as moderator.

The moderator's task is to ensure that the assessment criteria are consistent. To this end, they attend the deliberations of the juries and have the right to vote.

Chapter VII: Defence of the thesis

Article 18: Eligibility procedure for the defence

The internal regulations of the college will specify whether or not a pre-defence eligibility procedure is imposed.

If this is the case, this procedure must take place, unless the College grants an exemption, at the earliest one month after the jury has been appointed and the candidate has communicated the provisional text of their thesis to all members of the jury. The jury is asked to decide on eligibility for public defence.

- If the jury decides that the thesis is eligible to be defended in public, the jury, in agreement with the doctoral student, proposes to the dean of the faculty(ies) concerned^[31] a date for the public defence, respecting the deadline set in Article 19. The jury specifies to the doctoral student any points that they would like to see improved before the public defence.
- If the jury considers that the thesis is not eligible to be defended in public, the jury must set a time limit before the jury is consulted again.

The internal rules of the College shall specify the modalities and form of this procedure.

Article 19: The thesis defence

No thesis defence can take place if the candidate is not regularly matriculated for the doctorate. This must take place by 14 September of the academic year concerned. However, in the case of a co-sponsored thesis, on the proposal of the Dean(s), the Rector may, exceptionally, allow the defence of a thesis beyond this date, without the date scheduled for the defence exceeding 14 November of the current calendar year.

In agreement with the sponsor, the Dean sets the timetable. Unless an exemption is granted by the College, the defence of the thesis must be organised:

- at the earliest one month after the appointment of the jury or-if consultation of the jury is provided for in the internal rules of the college, at the earliest one month after such consultation;
- at the latest three months after these dates.

Article 20 (Unique ARES regulation)

§1 At least half of the members of the jury must actively participate in the public defence of the thesis.^[32]

§2 Each member of the jury has one vote and must participate in the deliberation in person or through a written evaluation.

§3 The jury's deliberations take place behind closed doors. All members of the jury have a duty to respect the secrecy of deliberations and any votes.

§4 The specific jury shall give its decision in a sovereign and collegial manner. Decisions are taken by simple majority vote. In the event of a split vote, the President has the casting vote.

§5 The specific jury shall give reasons for its decision in a report on the defence, which shall refer, as a minimum, to the criteria set out in Article 3.

§6 The decisions of the jury are made public by proclamation and posting for at least fifteen days following the proclamation.

Article 21

§1 The specific jury confers the academic degree of doctor on the doctoral student when it finds that the minimum number of credits has been acquired, that the conditions of the study programme have been met, that the conditions of access to the studies have been satisfied and that the student has been regularly enrolled. (*Unique ARES Regulation*)

§2 In its deliberations, the jury shall take into account, in particular, the following criteria

- the quality and originality of the thesis;
- the quality of the oral presentation;
- answering questions during the defence.

§3 The degree of doctor is conferred without grades (*Unique ARES regulation*).

§4 After the proclamation, the defence report is communicated to the doctoral student (*Unique ARES regulation*).

Article 22 (*Unique ARES regulation*)

When the doctorate is carried out under joint supervision, the rules of the doctoral student's specific jury are determined by the joint supervision agreement, established in application of article 82 of the decree of 7 November 2013 defining the higher education landscape and the academic organisation of studies.

Article 23 *Diploma and defence report*

§1 After the deliberation, the secretary of the jury draws up two copies of the defence report, signed by the President and the Secretary of the jury.

A copy of this report is attached to the diploma. The faculty to which the doctoral student is administratively attached keeps the second copy in its archives.

If the jury decides not to grant the title of doctor, a copy of the report is sent to the doctoral student within fifteen days of the defence.

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

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

Chapter VIII: Duration of doctoral studies

Article 24

§1 Other than in exceptional circumstances duly noted and accepted by the College, no one may be proclaimed a doctor if they have not been matriculated for three years in doctoral studies.

§2 The doctoral degree can only be awarded if the doctoral 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 appears on the cover page. This shall be in accordance with the model to be defined by the University and possibly specified by the college regulations.

§2 The copy page, identical to the cover page, is immediately followed by a brief abstract 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 bibliographic information) must be deposited on the ULiège electronic thesis directory (ORBi) pursuant to the decision of the ULiège Board of Directors of 5 July 2006.

§4 The references of all publications and scientific communications as well as the full text of all scientific articles, as soon as they are accepted for publication, produced within the framework of doctoral training and the doctorate, must be deposited in ORBi, the institutional directory of ULiège (<https://orbi.uliege.be/>).

Chapter X: Co-supervised doctorate, European label and UniGR label

Article 26 *(Co-supervision)*

Any co-supervision agreement drawn up for a doctorate must comply with the framework agreement drawn up by the University.

Article 27 *(the labels)*

Section 1: European label

§1 At the request of the doctoral student or their sponsor(s), the European doctoral “label” may be awarded, in addition to the diploma awarded by the University, when the following four conditions are met

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

§2 The application must be addressed to the doctoral office, which examines whether the conditions are met.

§3 The award of the European doctorate “label” is evidenced by the issue of a certificate signed by the Vice-Rector in charge of research and bearing the University's seal. This certificate is attached to the diploma but separate from it.

Section 2: European label "University of the Greater Region"^[33]. (UniGR)

§1 At the request of the doctoral student or their sponsor(s), the European doctoral “label” may be awarded, in addition to the diploma awarded by the University, when, in addition to §1 of Section 1 above, the following criteria are met:

- The doctoral training is further supervised by a professor or doctor from another UniGR university in another country;
- During the course of the doctoral programme, the doctoral student has completed a total cumulative stay of at least six months outside their home university, of which at least three months must have been spent at another university in the Greater Region;
- The doctoral student has completed a minimum of 16 hours of cross-disciplinary skills training, ideally at a UniGR University other than their home University (e.g. management, meeting skills, language training);

- The doctoral student must demonstrate experience of international cultural openness in the country of the Greater Region where they carried out their mobility. In order to do so, they must produce, prior to the defence of their thesis, a document of maximum three pages which consists of a critical analysis of one or more points relating to the culture of that country: way of life, thought, artistic and cultural expression, for example. This document will be approved by the thesis director and the supervisor of the university where the student is going to be mobile;
- A member of the jury must belong to a University of the UniGR network other than their home University.

§2 The doctoral student who wishes to obtain the European label “University of the Greater Region” must submit their application to the “[University of the Greater Region](#)” [contact](#) at the University of Liège using the [appropriate form](#).

§3 The award of the label shall take the form of a certificate co-signed by the Rector of the University awarding the doctoral degree and the President of the University of the Greater Region.

Chapter XI: Fraud and plagiarism

Article 28

Any fraud detected in the admission file or at matriculation is punishable, for the candidate, by exclusion from any admission process in any higher education institution of the French Community in any capacity whatsoever, during the following five academic years^[34].

Article 29

Any proven fraud or plagiarism in the context of doctoral training or doctoral thesis work will result in deferral.

Disciplinary sanctions up to exclusion from the institution may also be pronounced against the doctoral student^[35].

Chapter XII: University life – the rights and responsibilities of students

Article 30

§1 Chapter IX “University Life - Rights and Duties of Students” of the General Regulations on Studies and Examinations applies to doctoral students.

§2 In addition, the regulation on the Ownership, Protection and Promotion of Research Results carried out within the University of Liège (https://www.uliege.be/upload/docs/application/pdf/2017-10/reglement_pi.pdf and https://www.uliege.be/upload/docs/application/pdf/2018-06/annexe_1_valorisation-19.04.2017.pdf) apply to doctoral students.

Chapter XIII: Appeals open to doctoral students

Article 31

Doctoral students may refer to the College any dispute with their thesis committee, sponsor(s) or jury. They should submit requests by letter (or e-mail) stating the reasons to the President of the College and, if that individual is concerned, to the Vice-President.

After having sought the opinions it deems appropriate and heard the doctoral student, the college shall take a position within two months of the referral and inform the doctoral student in writing of the decision taken.

Decisions of the College may be appealed to the [doctoral office](#). This appeal must be lodged with the President of the Committee and, if the latter is concerned, with the Vice-President, within fifteen days of receipt of the decision of the College.

Article 32: *failure to pay fees on time*

§1 If a student does not respect the payment deadlines detailed in article 10, §4 and 5, the institution notifies them of the decision according to which their matriculation is not taken into account (31 October) or is invalid (1 February).

Students may appeal against a jury notification.

The appeal should be submitted to the Government Commissioner within 15 working days of the first working day following notification of the decision.

For duly motivated reasons, the Government Commissioner will uphold or overturn the decision not to register and will confirm or deny the student's matriculation.

§2 The 15 working day timescales set out in lines 3 and 4 are suspended between 24 December and 1 January and between 15 July and 15 August.

Chapter XIV: Equivalences

Article 33

§1 The holder of a doctoral degree with a thesis issued by a foreign higher education institution who wishes to have the equivalence of this degree recognised must send a request to the Matriculation Office. This Office shall conduct administrative checks and then forward it to the doctoral college.

§2 Equivalence is the responsibility of the college in the applicant's field of research. If it is granted, the applicant is given an equivalence decision signed by the President of the College, the Vice-President of the College and the Rector.

The modalities for the possible appointment of the reader(s) of the thesis responsible for reporting to the College, are fixed by the College.

Chapter XV: The internal rules of the doctorate

Article 34

1 Each college shall adopt, in accordance with the rules laid down by the decree and these regulations, [internal doctoral regulations](#) setting out the procedures for the organisation and conduct of doctoral studies within its competence^[36]. These internal doctoral regulations may take the form of faculty regulations common to all colleges belonging to the same faculty.

§2 These regulations shall be approved by the Faculty Council(s)–and forwarded to the Board of Directors for ratification, after the advice of the Doctoral Office.

§3 Pursuant to §1, the rules of the college must specify:

- a) the form of the thesis (see Article 2), the material requirements of the doctorate (number of pages, place where the thesis is submitted) and possible expectations in terms of publications;
- b) any special prerequisites required for admission to the defence (see Article 18);
- c) whether and how a private defence or prior consultation of the jury is required (see Article 18);
- d) the language or languages allowed or required for the writing of the thesis and for the defence.

When the college is composed of several faculties, it specifies to which faculty the doctoral student is attached.

§4 Pursuant to §1, the internal rules of the college must specify:

- a) a possible deadline for matriculation in the first year of the doctorate prior to the day before the opening of matriculation for the following academic year (see Article 9, §1);
- b) the procedures for appointing the members of the colleges (see Article 11, §2);
- c) any specific conditions required to be a sponsor (Article 13)
- d) specific additional requirements for the appointment and composition of the thesis committee (see Article 14);
- (e) additional specific requirements for the appointment and composition of the specific jury (see Article 16);
- f) the possible appointment of a moderator (see Article 17);

g) the possible ways for appointing reader(s) in the context of requests for equivalence (see Article 33).

The College may decide to set up specific committees from among its members and determine their powers.

Chapter XVI: Entry into force

Article 35

These regulations enter into force for the **2021–2022 academic year**.

Notes

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1] This Council is subject to specific regulations and replaces the Doctoral Council https://www.recherche.uliege.be/upload/docs/application/pdf/2017-08/cufdd_dv_document_ca_juin2017.pdf

[2] The doctoral schools are as follows: Philosophy - Theology (not organised by the University) - Languages, Literature and Translation - History, History of Art and Archaeology - Performing Arts and Broadcasting and Communication Techniques - Building Design and Urban Planning - Information and Communication - Political and Social Sciences - Legal Sciences - Criminology - Economics and Management Sciences - Psychological and Educational Sciences - Medical Sciences - Public Health Sciences - Veterinary Sciences - Dental Sciences - Biomedical and Pharmaceutical Sciences - Motor Sciences - Sciences - Agricultural Sciences and Biological Engineering - Engineering Sciences and Technology - Art and Art Sciences

[3] This evaluation is independent of the duration of the work.

[4] At its meeting of 16 September 2015, the Board of Directors approved a framework for doctoral education https://www.recherche.uliege.be/cms/c_9156624/fr/formation-doctorale which the colleges may adapt according to their specificities and/or the recommendations of the doctoral schools concerned. Thus, the doctoral training programme may include learning and practising scientific communication; participation in scientific congresses, conferences, study days or any other training deemed equivalent.

[5] These conditions are specified in Section III of the Decree.

[6] The notion of “distinction” should be understood in a broad sense. This includes grades or any qualification deemed equivalent.

[7] The jury cannot therefore impose a doctoral training programme that would comprise more than 120 credits.

[8] That is, students with a degree acquired under pre-2004 legislation, including Bachelors (four years of study).

[9] There are two administrative matriculations: one for the doctorate and one for doctoral training.

[10] Where matriculation requires an application file, the application must be submitted 10 working days before the opening day of matriculation for the following academic year.

[11] The payment of a fixed fee of 50 euros is a condition for regular matriculation. Failure to pay the full amount of the matriculation fee by 1 February at the latest will result in the student being declared “not admitted to continue”.

[12] From an academic point of view.

[13] Or the faculty to which the doctoral student is attached if the regulations of the college so provide.

[14] Abstention is therefore considered as a negative vote.

[15] In the case of co-supervision, one of the sponsors must meet the conditions set out in § 2, the other will belong to the University with which the co-supervision agreement has been signed.

[16] Attached to the University includes permanent members of the FRS-FNRS linked to the institution.

[17] In particular, scientists of rank A (1st assistant) not included in the definition of academic staff, including scientific staff appointed temporarily with a view to permanent appointment, provided that a second sponsor or co-sponsor on the permanent academic or scientific staff is appointed at the same time.

[18] The College may not appoint a ULiège member as a co-sponsor if two ULiège members have already been jointly designated as sponsors.

[19] The appointment of this second sponsor will be in accordance with §2.

[20] If a sponsor retires, the continued supervision of the doctoral student’s work does not require any specific authorisation.

[21] In case of co-supervision, the College must appoint, on the basis of the proposal of the sponsors and the doctoral student, a new sponsor with administrative responsibility. Appointment of this second sponsor will be in accordance with §1 and 2. In this case, the sponsor who loses their staff status within the University may be appointed as a co-sponsor by the College.

[22] Or Vice President if the President is involved.

[23] Or the faculty to which the doctoral student is attached if the regulations of the college so provide.

[24] For the Faculty of Architecture, the exemptions relating to the title of doctor with thesis must be assessed with more flexibility, in particular with regard to staff members who remain subject to the ISA statutes.

[25] Or the faculty to which the doctoral student is attached if the regulations of the college so provide.

[26] For exceptional and justified reasons, the active participation of the doctoral student or of one or more members of the thesis committee may be by video-conference.

[27] Except in the case of postponed deliberation.

[28] Or the faculty to which the doctoral student is attached if the regulations of the college so provide.

[29] The request for the composition of the jury may also be presented to the faculty or faculties concerned, or to the faculty to which the doctoral student belongs if the regulations of the college so provide, at the initiative of the doctoral student alone. In this case, a report from the thesis committee is attached to the application. This report expresses the collegial opinion of the members who make up the committee. It is accompanied by any remarks made by the doctoral student.

[30] For the application of this paragraph, the permanent scientific staff and the permanent representatives of the FRS-FNRS are associated with the academic body.

[31] Or the faculty to which the doctoral student is attached if the regulations of the college so provide.

[32] For exceptional and justified reasons, and with the consent of the doctoral college concerned, the active participation of one or more members of the jury may take place by video-conference.

[33] The universities in the Greater Region are as follows: Universität des Saarlandes, Université de Liège, Université du Luxembourg, Université de Lorraine, Technische Universität Kaiserslautern, Universität Trier.

[34] Article 98 of 7 November 2013 “in the event of matriculation fraud, the student automatically loses their status as a regularly matriculated student, as well as all rights relating to this, and any legal consequences related to passing exams during the academic year in question. The matriculation fees paid to the higher education establishment definitively belong to that establishment.”

[35] Article 60 of the law of 28 April 1953.

[36] These internal doctoral regulations can either take the form of inserts in the general regulations or a specific document.