

## General regulations for studies and work relating to the preparation of a doctoral thesis

### Preamble

The decree of 7 November 2013 which defined the landscape of higher education and the academic organisation of third cycle studies came into effect in the 2014-2015 academic year.

In application of article 134, the last paragraph of the decree, the ARES (10 June 2014) adopted a single regulation specific for doctoral juries, integrated into the University's regulation.

**Additional information can be found online at** [www.recherche.uliege.be/doctorate](http://www.recherche.uliege.be/doctorate)

### Chapter I : Definitions

#### **Article 1**

For the application of this regulation, the following definitions shall apply:

- **ARES** : Academy of Research and Higher Education which groups together the higher education institutions in the French Community and is responsible for guaranteeing the exercise 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 CUFDD (University Council for Doctoral Training and the doctoral degree)
- **College** : Jury for the 3<sup>rd</sup> cycle of studies, as outlined by article 131§1 of the decree
- **Conseil universitaire de la formation doctorale et du doctorat (CUFDD)** : The University Council for Doctoral Training and the Doctoral Degree is an institutional body that ensures the implementation of a strategy for the supervision and monitoring of doctoral candidates in order to promote this training within the university. [1]
- **Commission universitaire de la recherche et de l'enseignement (CURE)** : Body in charge of preparing, formalising and transmitting an opinion to the Management Board (Conseil d'Administration) on any matter referred to it by the Rector or for which its opinion is required by an internal regulation.
- **Decree landscape** : the decree of 7 November 2013 which defines the landscape of higher education and the academic organisation of 3<sup>rd</sup> cycle studies
- **Doctoral school**: organisational structure whose mission is to host, promote and develop 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**: organisational research and teaching structure responsible for providing doctoral training and in the fields of study of the doctoral schools to which it belongs
- **Faculty**: The following are considered as Faculties for the application of this regulation : Faculty of Philosophy and Letters, Faculty of Law, Political Science and Criminology, Faculty of Sciences, Faculty of Medicine, Faculty of Applied Sciences, Faculty of Veterinary Medicine, Faculty of Psychology, Speech and Language Therapy, and Education, Faculty of Social Sciences, HEC Liège-School of Management, Gembloux Agro Bio-Tech, Faculty of Architecture
- **Jury**: Jury specific to the doctoral candidate as outlined in article 131§3 of the decree
- **University**: University of Liège

## **Chapter II: Doctorate and Doctoral Training**

### **Article 2: *The doctorate***

§1 The doctoral examination consists of:

- The writing of a personal and original work based on the results of research that the candidate has carried out alone or as part of a team.

This work must be written in French or English, unless otherwise stipulated in the colleges' internal regulations (cf. article 34, §4).

Each college specifies in its internal regulations (cf. article 34, §3) and this work must include:

- either a dissertation in the discipline
- or an essay by the candidate showing the coherence of a set of publications of a scientific nature
- or a collection of scientific articles (with an introduction and a conclusion)
- or an essay linked to a work, a project or achievements

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

### **AND**

- A public presentation of the doctoral work highlighting its qualities, its originality, as well as the candidate's capacity for scientific popularisation.

§2 The doctorate is awarded in the fields of study outlined in the decree, namely, as far as the University of Liège is concerned : Architecture and town and country planning – Performing arts and communication and broadcasting technology – Arts and art sciences – Criminology – History, art history and archaeology – Information and communication – Languages, literatures and translation studies – Philosophy – Sciences – Agriculture and bio-engineering – Biomedical and pharmaceutical sciences – Engineering and technology – Motor sciences – Public health – Education and Training - Dentistry – Economics and management sciences – Law – Medicine – Political and social sciences – Psychology– Veterinary sciences

§3 Doctoral studies correspond to at least 180 credits [3] acquired after an initial training of at least 300 credits sanctioned by an academic degree of Master or equivalent.

### **Article 3 : Doctoral training**

§1 No one can obtain the doctoral degree without having successfully completed a corresponding doctoral programme.

§2 Doctoral training is linked to the specific competences of the research teams and provides graduates with a high scientific and professional qualification. Individuals are supervised by teams associated with a thematic doctoral school who approved by the ARES on the basis of the university thematic chamber.

§3 The doctoral training programme is established by the relevant doctoral college which ensures its promotion. This programme consists essentially of specific activities related to the profession of researcher and may not include 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 the practice of didactic supervision activities as part of the doctoral training, but the value of this practice may not exceed 6 credits.

§4 Insofar as the doctoral training includes corresponding learning activities, the College may attribute a maximum of 30 credits from the advanced master's degree obtained by the doctoral candidate in the same field.

§5 Each academic year, the College shall validate the progress of the doctoral training for each doctoral candidate, upon recommendation of the thesis committee. The College may allow or require that the training programme be completed in one year, provided that the doctoral candidate registration request has been finalised at the latest by 30 September 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 conditions for 3<sup>rd</sup> cycle studies**

### **Article 4 : Authorizing body**

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

### **Article 5: Minimum condition for admission**

Individuals may not be admitted to the doctorate and to doctoral training:

1. If they do not meet the minimum legal conditions for admission [5] or any additional conditions stipulated by the regulations of the College;
2. If they have not distinguished themselves [6] during their graduate studies;
3. 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 who meets the conditions of Article 13, §2.

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

**Article 6: Additional conditions for admission**

If deemed necessary, the College may decide to require one or more learning activities on a candidate, but these activities may not correspond to more than 60 credits [7].

**Chapter IV : Registration procedures****Article 7: Principles**

Enrolment in doctoral studies and doctoral training may not take place unless it complies with the terms and procedures set out in this chapter.

**Article 8: Procedure**

§1 Applications are submitted to the Registration Office, on the basis of the ad hoc form. After administrative verification, the Registration Office transmits it to the doctoral college and notifies the applicant of its decision.

§2 By way of derogation from §1, the holder of a Belgian higher education diploma, acquired after 2<sup>nd</sup> cycle studies of at least 120 credits [8], may submit their application file directly to the President of the College. The President of the College will notify the applicant of their decision.

**Article 9: Registration****§1 Initial registration**

On the basis of the authorisation letter from the Registration Office (art.8§1), or on the basis of the authorisation of the President of the College (art.8§2), the candidate shall apply to the Registration Office to formalise the registration for the doctorate and/or doctoral training [9].

Registrations may be submitted up to the day before the opening of registration for the following academic year, unless internal regulations of the College specify an earlier date [10].

**§2 Subsequent years**

Doctoral candidates must re-register in each year where doctoral studies or research training is completed. Re-registration must be filed no later than 30 September of the academic year concerned.

**Article 10**

§1 In accordance with the terms of article 6 of the RGEE, the doctoral candidate must pay tuition fees in the first year of registration. Only one fee is paid when the doctoral candidate registers simultaneously for the doctorate and the doctoral training. [11]

§2 In the subsequent years, including the year of the defence, only registration fees shall be paid.

§3 By derogation to §1 and 2, registration 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 FRS-FNRS mandate and its associated funds.

§4 If by 31 October, the candidate has not paid 50 euros, or the totality of the registration fees if less than 50€ is owed, by 31 October<sup>1</sup>, the candidate's registration cannot be accepted. From that date

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<sup>1</sup> For any registration after 31 October and before 1 February, the deposit must be paid on the day of registration.

onward, they are considered as not having been registered for the current academic year <sup>2</sup>. Notification is sent to the university email address activated by the candidate and indicate procedures for appeals <sup>3</sup> (Chapter XIII).

§5 Except in cases of force majeure, if the candidate has not paid the full amount of the registration fee by 1<sup>st</sup> February at the latest <sup>4</sup>, they will be notified that their registration is invalid.

The candidate is still liable for the full amount of the registration fee.

The notification will be sent to the university e-mail address that the candidate has activated and will indicate how to appeal (chapter XIII).

## **Chapter V : 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 the doctoral office has given its advice to the CURE.

§2 Colleges are composed of members of the academic body and members of the scientific staff who hold the title of doctor with thesis. They must have at least 5 members. Each year, their composition is decided upon by the faculty or faculties concerned. The internal regulations of the colleges specify the procedures for appointing members of the colleges under their jurisdiction.

§3 Each College elects, annually, from among its members a President and a Vice-President who assumes the function of secretary.

§4 The College may decide to invite one or more representatives from among the doctoral candidates to its meetings.

§5 The composition of the colleges as well as the names of the Presidents and Vice-Presidents shall be communicated annually by 15 September at the latest by the administrative directions of the faculties, to the doctoral office, for ratification, by the Executive Board of the Board of Directors.

### **Article 12: Missions**

§1 Missions

The College shall be responsible for:

- Drawing up the internal regulations for the doctorate, in accordance with Chapter XV, in consultation with the Faculty to which it belongs;
- Admission of candidates, equivalences and recognition of prior experience [12] ;

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<sup>2</sup> In case of non respect of payment deadlines or any other administrative reason that could lead to a deregistration/cancellation of registration, the promoter will receive a generic information : they will be warned that the administrative situation of the doctoral candidate requires that they quickly contacts the AIS or risk having their registration invalidated/cancelled. The promoter can then invite the doctoral candidate to contact the AIS.

<sup>3</sup> Until they have paid the 50 euros, or the full fee if it is less than 50 euros, the student does not receive the certificate for family allowances or their student card. However, they do have access to the university intranet.

<sup>4</sup> or upon registration if this is after 1 February

- Validation of the designation of the supervisor(s) and, if applicable, the co-supervisor as well as the validation of the change of supervisor, as defined in Article 13 § 7 of these Rules;
  - The scientific assessment of the doctoral candidate throughout the duration of their studies. The College proposes the composition of the doctoral candidate's thesis committee and jury (Chapter VI) to the faculty or faculties concerned [13]

The College serves as intermediary between the doctoral candidate, the members of the thesis committee and the jury. It may be called upon to handle with any dispute that may arise between them and does its utmost to settle it in an amiable manner, if necessary with the help of support services.

Each year, on the basis of the report of the thesis committees, the College rules on the progress of the doctoral training and thesis work of its doctoral candidates. Within this framework, it justifies for each doctoral candidate its decision to admit them to continue, not to admit them to continue or to admit them under conditions or to postpone the deliberation. A case of postponed deliberation must be treated at the latest by 13 September of the current academic year.

By 10 July at the latest, the College notifies the Registration Office and the doctoral candidate of the college's agreement or refusal to re-enrol doctoral candidate for the following academic year. It also sends a list of doctoral candidates who have passed the research training certificate. This research training certificate, which represents a lump sum of 60 training credits, is awarded on the basis of a pass/fail grade.

## §2 Function

The College shall meet at least once a year. It shall be called by its President or at the request of one fifth of its members.

The College shall only deliberate (as set out in article 12 §1) if at least half of its members are present. Decisions are taken by an absolute majority of the members present [14]. In the event of a tie, the President shall have the deciding vote. The College may meet by a videoconference.

By way of derogation from the above provisions, the members of the College may be consulted in writing, in particular for the admission of candidates or in duly motivated exceptional cases of urgency and under the conditions set out below. In this case, the President shall send the members of the College the file relating to the point submitted, asking them to give their opinion within three working days of its transmission. If, within this period, a member notifies the President that they objects to the use of the written procedure, the item shall be put on the agenda of the next college meeting. If there is no objection, the proposal shall be adopted if an absolute majority of the members vote in favour of it. Members who have a personal interest in the discussion shall not be taken into account for the calculation of the said absolute majority. Decisions taken under this written procedure shall be communicated to the College at its next meeting.

## **Chapter VI: Supervisor, Thesis Committee and Jury members for each doctoral candidate**

### **Section 1: The Supervisor(s)**

#### **Article 13**

§1 Upon admission of the candidate, the College validates the designation of a supervisor. In circumstances which it shall positively assess, the College may also appoint two co-supervisors. In this case, one of the two supervisors is designated as the person responsible for the administrative oversight of the doctoral candidate vis-à-vis the University.

§2 Each supervisor (with the exception of a joint PhD [15]) shall be a member of the University or attached to it [16]. They shall be a member of the academic staff or permanent scientific staff [17]. In exceptional circumstances as determined by the College, in particular in consideration of the reputation of the person concerned, each supervisor shall hold the title of doctor with thesis or “*agrégé de l'enseignement supérieur*”.

§3 In circumstances assessed by the College, they may also validate the appointment of a co-supervisor who may be exempted from the conditions set out in §2 [18].

§4 Supervision of the doctoral candidate's work is the main responsibility of the supervisor and co-supervisor(s). They ensure that the thesis committee meets periodically.

§5 When the thesis is supervised by a single supervisor, as designated in application of §§ 1 and 2, and they lose their status as a member or “attaché effectif” of the University either because they are admitted to retirement [19] or because they leave the Institution, the college must designate -on the basis of a proposal by the supervisor and the doctoral candidate- a second supervisor to oversee the administrative responsibilities for the doctoral candidate [20].

§6 When the thesis is supervised by two supervisors who are members or “attachés effectif” of the University and the supervisor responsible for the administration of the doctoral candidate, as designated in application of §§ 1 and 2, loses this capacity, either because they are admitted to retirement [19] or because they leave the Institution, the administrative responsibility is transferred to the other supervisor [21].

§7 Any proposal to change the doctoral candidate's supervisors during the course of the thesis must be submitted to the President of the College [22] specifying reasons for the change. This proposal must be validated by the College, with the agreement of the doctoral candidate. In case of a disagreement between the supervisors or between the supervisor(s) and the doctoral candidate regarding this change, the College will arbitrate the dispute and motivate its decision. If a supervisor is not identified and validated by the College, the doctoral candidate cannot be admitted to continue.

## Section 2: The Thesis Committee

### **Article 14:** *Appointment and composition*

Within the first month of the doctoral candidate's registration (except in the case of a derogation duly justified by the College), and at the latest one year after registration, the faculty/faculties concerned [23] must compose the thesis committee based on the proposal of the College and with the consent of the doctoral candidate.

The Thesis Committee shall be composed of at least three members, including the supervisor(s) and co-supervisor(s).

The members are chosen for their competence and cannot all belong to the same research team as the supervisor. They must hold a doctorate with thesis or "agrégé de l'enseignement supérieur".

In exceptional circumstances, after assessment and review of the competence of the person concerned, the faculty or faculties concerned [24] may exempt a member of the thesis committee from the requirement of holding a doctorate with thesis or "agrégé de l'enseignement supérieur". Internal regulations of the College may also specify additional requirements specific for the appointment and composition of the Committee.

### **Article 15:** *Responsibilities*

§1 The Thesis Committee advises the doctoral candidate in the preparation and writing of their thesis. They must meet [25] at least once a year in the presence of the doctoral candidate, who presents on the progress of their thesis and doctoral training.

§2 Annually and no later than 31 May [26], upon review of the elements provided by the doctoral candidate, the committee submits its report to the corresponding doctoral college and to the doctoral candidate (see college regulations for the modalities related to this report). This report explicitly mentions the date on which the meeting with the thesis committee took place, details the thesis committee's reasoned opinion on the progress of the doctoral training and the doctoral thesis and makes a recommendation to the College concerning the doctoral candidate's re-registration.

In the event that the Thesis Committee recommends to the College not to allow the re-registration of the doctoral candidate or to admit them under conditions, the latter has the right to be heard by the College, at their request. The College may also request to hear the doctoral candidate.

§3 When the state of progress of the thesis justifies it and the conditions imposed by the College are verified (cf. regulations of the doctoral college), the committee submits a report to the College approving the official deposition of the thesis and proposal for a jury to 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 Doctoral jury

#### **Article 16:** *Designation and composition of the jury*

§1 Upon the proposal of the College, the faculty or faculties concerned [27] constitute the thesis examination doctoral jury and appoint the President and Secretary [28].

#### §2 ARES Regulations

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

It is chaired by a member of the academic body [29] of the university, who cannot simultaneously serve as the supervisor or one of the co-supervisors of the thesis. It must include the supervisor(s) of the research and members from outside the university chosen for their particular competence in the subject of the thesis being defended.

The internal regulations of the Colleges may also specify additional requirements for the appointment and composition of the Jury.

§3 The doctoral candidate's jury can only be constituted if they have successfully completed their doctoral training and are in administrative order with regard to their registration.

#### **Article 17:** *The Moderator*

Insofar as its internal rules 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 the homogeneity of the assessment criteria. To this end, they shall attend the deliberations of the juries and have the right to vote.

### Chapter VII: Thesis Defence

#### **Article 18:** *Procedure for eligibility for the defence*

Internal regulations of the College will specify whether or not an eligibility procedure prior to the defence is imposed.

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

- If the jury decides that the thesis is eligible to be defended in public, the jury, in agreement with the doctoral candidate, proposes to the dean of the faculty (or faculties) concerned [30] a date for the public defence, respecting the deadline set in article 19. The jury specifies to the doctoral candidate any points that they would like to see improved prior to the public defence.
- If the jury considers that the thesis is not eligible to be defended in public, they must set a deadline before which a subsequent consultation can occur.

Internal regulations outlined by the College specify the modalities and structure for this procedure.

## **Article 19: The Thesis Defence**

A thesis defence cannot take place if the candidate is not registered in good standing for the doctorate. This must occur no later than 13 September of the current academic year. However, in the case of a joint PhD, on the proposal of the dean(s), the Rector may, exceptionally, allow for a thesis defence beyond this date. However, the scheduled date may not exceed 14 November of the current calendar year.

In agreement with the supervisor, the Dean shall set 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 a consultation of the jury is provided for by the internal rules of the College, at the earliest one month after this consultation;
- at the latest, three months after the set date.

## **Article 20 (ARES regulations)**

§1 At least half of the members of the thesis examination jury shall actively participate in the public defence of the thesis. [31]

§2 Each member of the thesis examination jury has one vote and participates in the deliberation, either in person or through a written evaluation.

§3 The deliberations of the thesis examination jury take place *in camera*. All members of this jury have a duty to uphold confidentiality of the deliberations and any votes.

§4 The thesis examination jury shall make 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.

§5 The thesis examination jury will state the reasons for its decision in a report on the defence, which will refer at minimum to the criteria set out in article 3.

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

## **Article 21**

§1 The thesis examination jury confers the academic degree of doctor on the doctoral candidate 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 candidate has been regularly enrolled. (ARES Regulations)

§2 In its deliberations, the jury takes into account, in particular, the following criteria:

- the quality and originality of the essay
- the quality of the oral presentation
- the response to questions during the defence

§3 The degree of doctor is conferred with a pass/fail grade (ARES regulations).

§4 After the proclamation, the defence report is communicated to the doctoral candidate (ARES regulations).

## **Article 22** (ARES regulations)

When the doctorate is carried out under joint supervision (cotutelle), the rules of the doctoral candidate'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 report of the defence, 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 candidate 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 candidate within fifteen days of the defence.

§2 The doctoral degree is specified by the title of the thesis defended and by the field(s) to which it relates.

§3 The doctoral diploma is signed by the Rector, the President and the Secretary of the candidate's thesis examination jury.

## **Chapter VIII : Duration of doctoral studies**

### **Article 24**

§1 Except in duly noted, extenuating circumstances accepted by the College, no one may be proclaimed a doctor if they have not been enrolled in doctoral studies for three years.

§2 The doctoral degree can only be awarded if the doctoral candidate 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. The cover page shall conform to the model defined by the University and regulations specified by the College.

§2 The copy page, identical to the cover page, is immediately followed by a brief summary presented in the form of an abstract, in French, English and, as appropriate, in one or more other languages, along with a copyright notice.

§3 An electronic version of the thesis (at least the table of contents and bibliographical information) must be deposited on the ULiège electronic thesis directory (ORBi) according 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 ULiège institutional directory (<https://orbi.uliege.be/>).

## **Chapter X : Joint PhDs (cotutelles), European label and “UniGR” label**

### **Article 26** Joint PhD (Cotutelle)

Any joint PhD agreement established for a doctorate must comply with the framework agreement adopted by the University.

### **Article 27** (Recognition Labels)

#### Section 1: European label

§1 At the request of the doctoral candidate or the supervisor(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 of the dissertation submission has been granted on the basis of reports written by at least two professors belonging to two higher education institutions from two other EU Member States
- one member of the jury must belong to a higher education institution from 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 submitted to the Doctorate Board which examines whether the conditions are met.

§3 The awarding of the European doctorate "label" takes the form 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 « Université de la Grande Région » [32] (UniGR)

§1 At the request of the doctoral candidate or the supervisor(s), the European label "University of the Grande Région" may be awarded, in addition to the diploma awarded by the University, when, in addition to the conditions set out in §1 of section 1 above, the following criteria are met:

- The doctoral training is subject to additional supervision by a professor or doctor from another UniGR member university in another country;
- During the course of the doctoral training, the doctoral candidate has spent a total of at least six months outside their home university, including at least three months in another university in the Greater Region;
- The doctoral candidate has followed transversal skills training sessions comprised of a minimum duration of 16 hours and ideally in a UniGR university other than their home university (e.g. training in management, in leading meetings, or in languages);

- The doctoral candidate must demonstrate an experience of international cultural openness in the country of the Greater Region where the mobility was carried out. To do so, prior to the thesis defence, a document of maximum three pages must be produced, consisting of a critical analysis of one or several points relating to the culture of the country (i.e. the way of life, thought, artistic and cultural expression). This document will be validated by the thesis supervisor and the advisor of the university in which the candidate's mobility has occurred;
- One member of the jury must belong to a University of the UniGR network other than the candidate's home institution.

§2 Doctoral candidates wishing to obtain the European label « Université de la Grande Région » must submit an application to the "[Université de la Grande Région](#)" contact at the University of Liège using the [appropriate form](#).

§3 The awarding of the label takes 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 established in the constitution of the admission file or during registration 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 three academic years [33].

### **Article 29**

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

Disciplinary sanctions, up to and including exclusion from the institution, may also be imposed on the doctoral candidate [34].

## **Chapter XII: University life- Rights and responsibilities for students**

### **Article 30**

§1 Chapter IX "University life – the rights and responsibilities of students" of the general regulations on studies and examinations applies to doctoral candidates.

§2 In addition, the regulations relating to the ownership, protection and exploitation of research results carried out at the University of Liège apply to doctoral candidates.

[https://www.uliege.be/upload/docs/application/pdf/2017-10/reglement\\_pi.pdf](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](https://www.uliege.be/upload/docs/application/pdf/2018-06/annexe_1_valorisation-19.04.2017.pdf)

## Chapter XIII: Recourse and appeals available for doctoral candidates

### **Article 31**

§1 The doctoral candidate may refer to the College for any dispute with their thesis committee, supervisor(s) or jury. A letter outlining this request along with reasons for the appeal should be submitted by letter (or e-mail) to the President of the College and, if the latter is concerned, to the Vice-President. After having gathered any opinions deemed appropriate and heard the doctoral candidate and their supervisor(s), the College shall take a position within two months of the request and inform the doctoral candidate in writing of the decision taken. However, if the College identifies a difficulty requiring the intervention of other bodies, it may suspend its decision and/or take any useful provisional measure while it awaits the intervention of the competent bodies.

[https://www.enseignement.uliege.be/cms/c\\_9764115/fr/non-respect-des-delaix-de-paiement](https://www.enseignement.uliege.be/cms/c_9764115/fr/non-respect-des-delaix-de-paiement)

§2 The decisions of the College may be appealed to the Doctorate Board by the doctoral candidate and/or the supervisor(s) with suspensive effect. This appeal must be lodged with the President of the doctorate board and, if the latter is concerned, with the Vice-President, within fifteen days of receipt of the information notifying the College's decision.

### **Article 32: *Non-compliance with payment deadlines***

§1 If the candidate does not respect the payment deadlines detailed in article 10, §4 and 5, the institution shall notify them that their registration has not been taken into account (31 October) or is deprived of effect (1 February).

Candidates may lodge an appeal against the notification.

This appeal is lodged with the Government Commissioner within 15 working days from the first working day following the notification of the decision.

The Government Commissioner will, on reasoned grounds, invalidate or uphold the decision to de-register and confirm or annul the candidate's registration.

§2 The 15 working day periods referred to in paragraphs 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 diploma with a thesis issued by a foreign higher education institution who wishes to obtain the equivalence of their diploma, must send a reasoned request to the Registration Office. After administrative verification, the Registration Office forwards the file to the doctoral college.

§2 Determining equivalencies is the responsibility of the College in the candidate's field of research. In the event of agreement, the applicant is given an equivalence decision signed by the President of the College, the Vice-President of the College and the Rector.

The procedures for appointing the reader(s) of the thesis responsible for reporting to the College are determined by the College.

## **Chapter XV: Internal regulation for doctoral studies**

### **Article 34**

§1 Each college shall adopt, in accordance with the rules stipulated in the decree and these regulations, [internal doctoral regulations](#) setting out the procedures for the organisation and conduct of doctoral studies within its jurisdiction [35]. These internal doctoral regulations may take the form of faculty regulations common to all colleges belonging to the same faculty.

§2 These regulations are approved by the concerned Faculty Council(s) and transmitted to the University Board of Directors for ratification, after the doctoral office has given its advice to the CURE.

§3 In accordance and application of §1, the regulations of the College must specify:

- a) the type of the thesis (cf. article 2), the material requirements of the doctorate (number of pages, place and deposit of the thesis,...) and the possible expectations in terms of publications
- b) any specific prerequisites required for admission (cf. Article 18);
- c) the possible requirement of a private defence or prior consultation of the jury and the modalities of such a consultation (cf. article 18);

When a College has several faculties, it shall specify in which faculty the doctoral candidate is registered.

§4 In accordance and application of §1, the internal regulations of the college may also specify:

- a) a possible deadline for registration in the first year of the doctorate prior to the day before the opening of registration for the following academic year (cf. article 9, §1);
- b) the procedures for appointing the members of the colleges (cf. article 11, §2);
- c) any specific conditions required to be a supervisor (Article 13)
- d) additional requirements for the appointment and composition of the thesis committee (cf. article 14);
- e) additional requirements for the appointment and composition of the specific jury (cf. Article 16);
- f) the possible appointment of a moderator (cf. article 17);
- g) any arrangements for appointing the reader(s) in the context of requests for equivalence(s) (see Article 33).
- h) special arrangements concerning the languages authorized for writing the thesis and oral defence

The College may decide to set up specific committees or a bureau from among its members and determine their delegated responsibilities.

## **Chapter XVI : Entry into force**

### **Article 35**

These regulations shall come into effect in the **2023-2024 academic year**.

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#### **Notes**

- [1] This Council is subject to a specific regulation and replaces the Doctoral Council.  
[https://www.recherche.uliege.be/cms/c\\_15945541/fr/reglement-cufdd](https://www.recherche.uliege.be/cms/c_15945541/fr/reglement-cufdd)
- [2] The Doctoral Schools are as follows : Philosophy – Theology (not organised by the University) – Languages, literatures and translation studies – History, art history and archaeology – Performing arts and communication and broadcasting technology – Architecture and town and country planning – Information and communication – Political and social sciences – Law – Criminology – Economics and management sciences – Psychology – Medicine – Public health – Education and Training – Veterinary sciences – Dentistry – Biomedical and pharmaceutical sciences – Motor sciences – Sciences – Agriculture and bio-engineering – Engineering and technology – Arts and art sciences
- [3] This evaluation is independent of the duration of the work.
- [4] At its meeting on 16 September 2015, the University Board of Directors approved a framework for doctoral training <https://www.recherche.uliege.be/doctoral-training> 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. It refers to an honours degree or any qualification deemed equivalent.
- [7] The jury cannot therefore not impose a doctoral training programme that would comprise of more than 120 credits.
- [8] This refers to students holding a degree acquired under the pre-2004 legislation, in particular bachelors (4 years of study).
- [9] There are administratively two registrations: one for the doctorate and one for the doctoral training.
- [10] Where enrolment requires an admission file, the application must be submitted 10 working days prior to the opening day of enrolment for the following academic year.
- [11] The payment of a fixed fee of 50€ is a condition for the regularisation of the registration. If the full amount of the registration fee is not paid by 1 February at the latest, the registration will be cancelled.
- [12] From an academic point of view.
- [13] Or the faculty to which the candidate belongs if the College regulations so provide.
- [14] Abstention is therefore considered as a negative vote.
- [15] In the case of a joint PhD, one of the supervisors will meet the conditions set out in § 2, the other will belong to the University with which the joint PhD agreement has been signed.
- [16] The phrase "attached to the University" refers specifically to the permanent members of the F.R.S.-F.N.R.S. linked to the institution.
- [17] In particular scientists of rank A (1<sup>st</sup> assistant) not included in the definition of academic staff, including members of the scientific staff on tenure-track for full appointment, provided that in this case a second supervisor or a co-supervisor who is a member of the permanent academic or scientific staff is simultaneously appointed.
- [18] The College may not designate a member of ULiege as a co-supervisor if two members of ULiege have already been jointly designated as supervisors.
- [19] The designation of this second supervisor will be made in accordance with §2.
- [20] When a supervisor retires, the continuation of the supervision of the doctoral candidate's work does not require any particular authorisation.



- [21] In case of joint supervision, the College must designate, on the basis of a proposal by the supervisors and the doctoral candidate, a new supervisor to hold administrative responsibility. The appointment of this new supervisor will be made in accordance with §§ 1 and 2. In this case, a supervisor who loses their status of member or “attaché effectif” of the University may be designated as a co-supervisor by the College.
- [22] or Vice-President if the latter is concerned
- [23] Or the faculty to which the doctoral candidate is attached if the regulations of the College so provide.
- [24] Or the faculty to which the doctoral candidate is attached if the College regulations so provide.
- [25] For exceptional and justified reasons, the active participation of the doctoral candidate or of one or more members of the thesis committee may be carried out by videoconference.
- [26] Except in case of a deferred deliberation request to the College.
- [27] Or the faculty in which the doctoral candidate is registered if the College regulations so provide.
- [28] The request for the composition of the jury may also be presented to the faculty/faculties concerned, or to the faculty in which the doctoral candidate is registered if the rules of the College so provide, at the initiative of the doctoral candidate alone. In this case, a report from the thesis committee is attached to the request. This report expresses the collegial opinion of the committee members. It is accompanied by the doctoral candidate's possible remarks.
- [29] For the application of this paragraph, the members of the permanent scientific staff and the permanent representatives of the F.R.S.-FNRS are associated with the academic body.
- [30] Or the faculty to which the doctoral candidate belongs if the regulations of the College so provide.
- [31] For exceptional and justified reasons, and with the consent of the doctoral college concerned, the active participation of the doctoral candidate and/or one or more members of the jury may take place by videoconference.
- [32] The universities of the Greater Region are Universität des Saarlandes, Université de Liège, Université du Luxembourg, Université de Lorraine, Technische Universität Kaiserslautern, Universität Trier.
- [33] Article 98 of 7 November 2013 "In the event of fraudulent registration, the student shall immediately lose their status as a regularly registered student, as well as all the rights linked to this status and the legal effects linked to the passing of tests during the academic year concerned. The registration fees paid to the higher education institution are definitively acquired by the latter.
- [34] Article 60 of the Law of 28 April 1953.
- [35] These internal doctoral regulations may either take the form of inserts in the general regulations or as an independent document.