

Shortcuts:

Access 'My PhD' in OSIS

Add an activity completed as part of my doctoral training

Submit my doctoral training activities

Activity accepted

Activity rejected

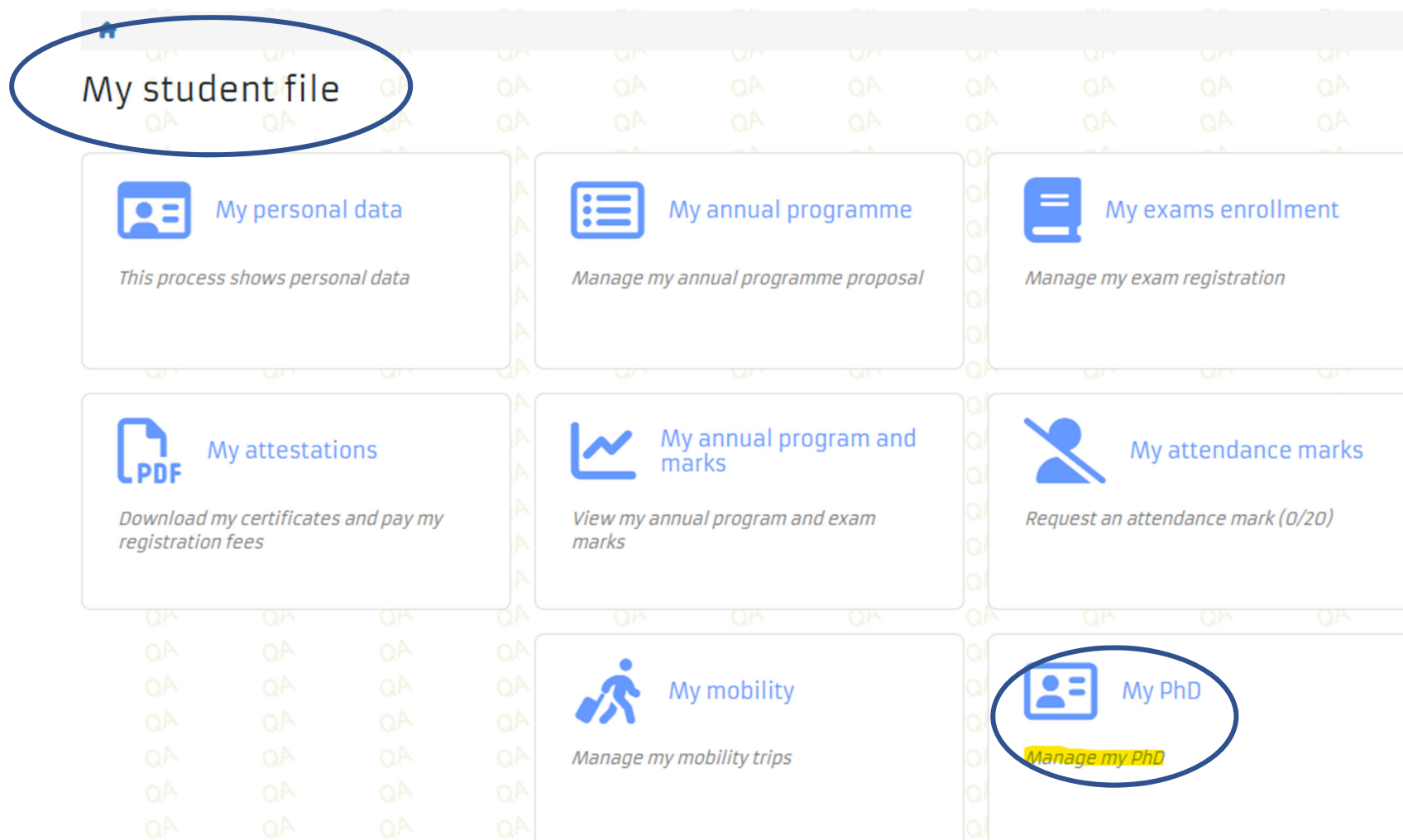
Activity with request for modifications

Enroll in a UCLouvain course

Enroll in an exam

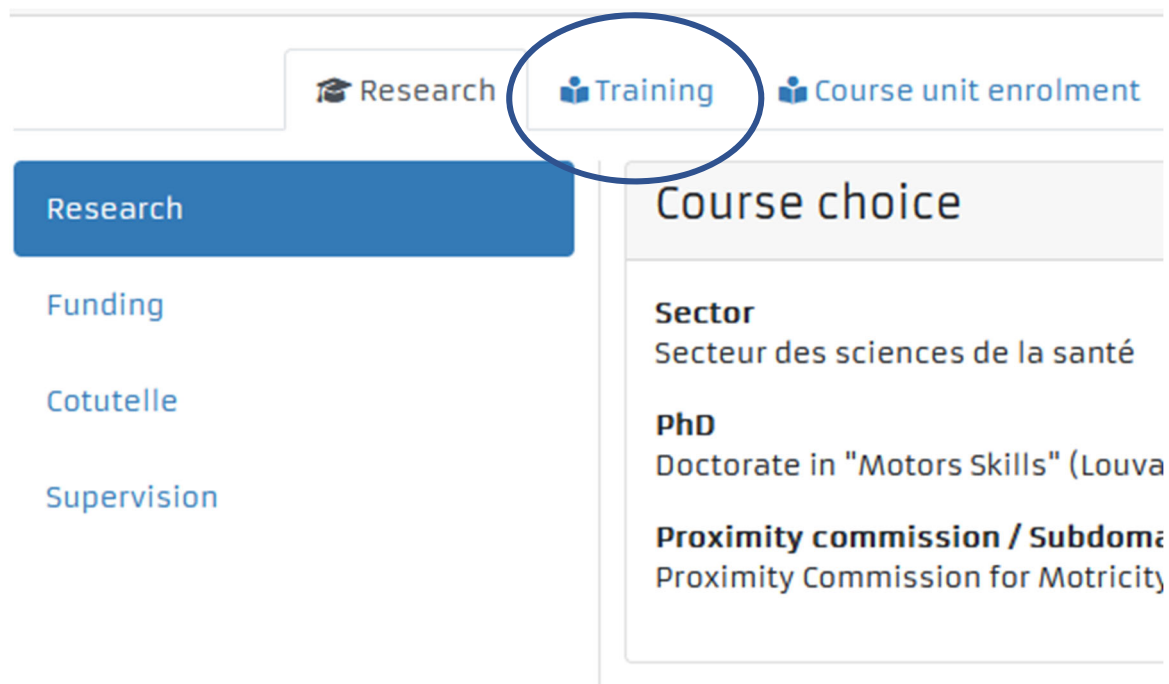
Mid-term meeting (confirmation exam)

To access your doctoral file, go to your virtual desktop 'MyUCLouvain' in 'My student file' and then to the 'My PhD' tile.

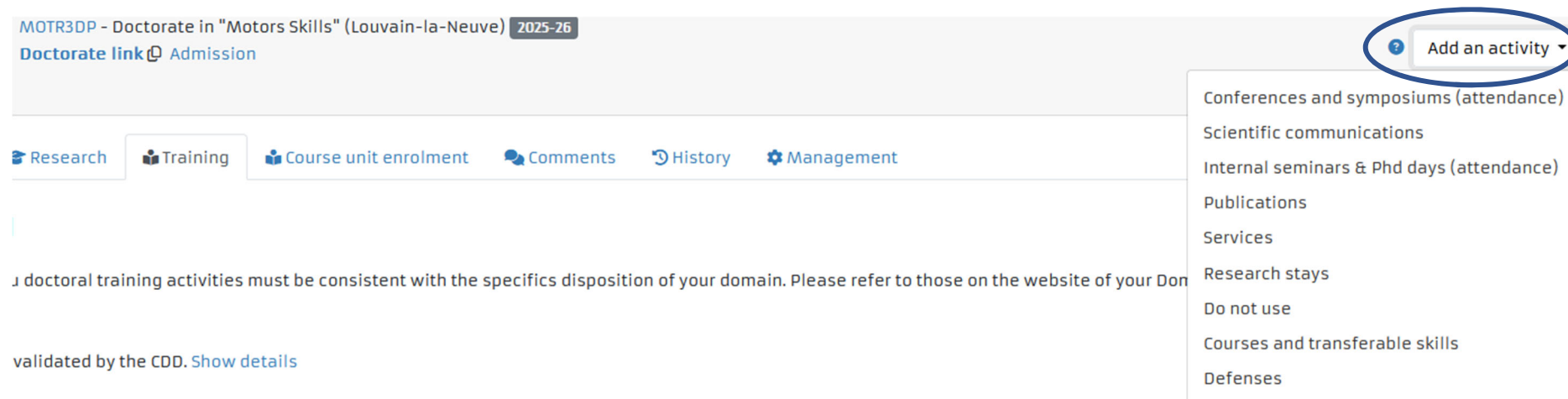


For now, you will find three tabs: "Research," "Training," and "Course unit enrolment." In a second phase, later in 2026, the tabs "Confirmation," "Defenses," and "Jury" will also be added. ...

To add the "activities" completed as part of your doctoral training, in order to earn credits, go to the "training" tab.



Then click on the **"Add an activity" button** in the top right corner, and a list of options will appear.



The screenshot shows the MOTR3DP interface for a Doctorate in "Motors Skills" (Louvain-la-Neuve) for the 2025-26 academic year. The top navigation bar includes links for "Doctorate link" and "Admission". Below this is a horizontal menu with tabs for "Research", "Training", "Course unit enrolment", "Comments", "History", and "Management". The "Training" tab is currently selected. On the right side of the "Training" tab, there is a button labeled "Add an activity" with a dropdown arrow, which is circled in blue. A dropdown menu is open, listing the following options: "Conferences and symposiums (attendance)", "Scientific communications", "Internal seminars & Phd days (attendance)", "Publications", "Services", "Research stays", "Do not use", "Courses and transferable skills", and "Defenses". The main content area below the tabs contains a paragraph of text: "doctoral training activities must be consistent with the specifics disposition of your domain. Please refer to those on the website of your Don" (truncated). Below this text is a link "validated by the CDD. Show details".

Explanations of the different 'activities':

- **Conferences and symposiums (attendance)** = if you **attended** a national or international conference or symposium
- **Scientific communications** = you **presented your research work** in the form of a poster or oral presentation during a national or international conference, a PhD day, or an internal seminar.
- **Internal seminars & PhD days (attendance)** = these are typically **weekly seminars held by your lab/institute or a PhD day**. This allows you to create the event just once for the entire academic year by entering the dates of the first and last seminars and the total number of hours. Proof of attendance is required. After clicking "Save," you can click "Actions" – "Add a session" on the next screen, where you can enter the details for **each weekly session**.

Internal seminars & Phd days (attendance) - 5 ECTS

Description
DDUV lab seminars, Research seminar, from 15/09/2025 to 01/02/2026

Organising institution DDUV	Country Belgique
Total hourly volume 80 hours	ECTS 5

Proof of participation for the whole activity

Attestation bourse.pdf 195.75 KB (application/pdf)	
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- **Publications** = your **articles** submitted, accepted, published, etc., as first author, second author, or co-author
- **Services** = teaching supervision for faculty assistants, supervision of a master's research thesis as co-supervisor, organization of scientific events (such as PhD day, for example)
- **Research stays** = a summer or winter school, a research stay in a foreign laboratory, an Erasmus research stay
- **Courses and transferable skills** = graduate-level courses (excluding UCLouvain courses *) for which you have passed the exam, workshops and training organized by the doctoral school, transferable skills training, MOOCs

(*) For the courses you wish to take at UCLouvain during the upcoming semester, you must go to the "course unit enrolment" tab (see how to do this on page 12).

EXCEPTION: if you are a "former doctoral student" who has recently been transferred to OSIS, who worked with the Excel file in the past, and you wish to add a course/exam that took place in the January 2026 session but has not yet been validated in your program. You can add this course in "Courses and transferable skills" category. However, you will need to provide proof of the grade obtained and attach it to 'Proof of participation or success.

IMPORTANT

All fields marked with an * must be completed.

It is essential to mention the number of hours, otherwise it is impossible to know how many credits to award.

Proof/certificates of attendance must be uploaded each time.

You must propose a number of ECTS credits **based on the credit table for our sector** (available on the website [Doctoral training in the Health Sciences sector | Université catholique de Louvain](#)). These credits will be checked by the PhD administrator, corrected if necessary, and then validated (or not) by your supervisory committee during a meeting.

Submit your activities to the CDD

When a steering committee meeting is scheduled, you must notify the PhD administrator (providing the date, time, and location of the meeting) and **submit your doctoral training activities**. This submission **must be made no later than one week before the meeting**.

How do I do that?

In the "Training" tab, display the unsubmitted activities by clicking on the blue "not submitted" button.

Check the box (next to the "Actions" button) for all activities you wish to "submit," then click on "Submit selected activities."

Your supervisor receives a notification each time you submit an activity, **so try to submit everything at once**. The supervisor may give their opinion, but this does not block the rest of the process if they do not do so.

The screenshot shows the 'PhD training' section of a web application. The 'Training' tab is selected in the top navigation bar. Below the header, there is a section for 'ECTS added' showing 9 ECTS added with 8 validated by the CDD. The 'Activities' section features a filter bar with 'Type' and 'Status' dropdowns. The 'Status' dropdown is set to 'Not submitted'. Below the filter bar, a list of activities is displayed, with the first item being 'Publications - 5 ECTS' and a 'Not submitted' status label. To the right of this item is an 'Actions' button with a checkbox that is checked. At the bottom of the interface, there is a 'Submit selected activities' button and an 'Accept' button. Blue circles highlight the 'Training' tab, the 'Not submitted' status filter, the 'Not submitted' label for the activity, the checked checkbox next to the 'Actions' button, and the 'Submit selected activities' button.

Documents Research **Training** Course unit enrolment Comments History Management

PhD training

The declaration of your doctoral training activities must be consistent with the specific disposition of your domain. Please refer to those on the website of your Domain Doctoral Commission for more information.

ECTS added
9 ECTS added with 8 validated by the CDD. [Show details](#)

Activities

Type All Conferences and symposiums (attendance) Scientific communications Internal seminars & PhD days (attendance) Publications Services Research stays Do not use Courses and transferable skills Defenses

Status All **Not submitted** Submitted Accepted Denied

> **Not submitted** Publications - 5 ECTS Actions ☒

Submit selected activities Accept

=> Submitted activities change from blue to yellow

PhD training

The declaration of you doctoral training activities must be consistent with the specifics disposition of your domain. Please refer to those on the website of your Domain Doctoral Commission for more information.

ECTS added

9 ECTS added with 8 validated by the CDD. [Show details](#)

Activities

Type All Conferences and symposiums (attendance) Scientific communications Internal seminars & Phd days (attendance) Publications Services Research stays Do not use Courses and transferable skills Defenses

Status All Not submitted Submitted Accepted Denied

> Submitted Conferences and symposiums (attendance) - 1 ECTS

Actions ▾ ☐

Submit selected activities

Accept selected activities

At this stage, the PhD administrator has access to your activities and can prepare the file for your president for the meeting of your steering committee.

During the meeting, the members of your committee will review the activities submitted and validate (or not) those that are relevant. They may **accept** or **reject** a submitted activity, **propose a different number of ECTS credits** than you submitted, or **request changes**. All these decisions will be implemented in the platform by the PhD administrator and you will be notified.

'Accepted' activities

Will appear in green

In the "ECTS added" section, you will then be able to see details of the number of credits submitted and validated, classified by main category.

PhD training

The declaration of your doctoral training activities must be consistent with the specific disposition of your domain. Please refer to those on the website of your Domain Doctoral Commission for more information.

ECTS added

9 ECTS added with 8 validated by the CDD. [Show details](#)

Reporting categories	Submitted	Validated
Participations	1	5
Scientific communications	0	3
Total	1	8

Activities

Type [All](#) [Conferences and symposiums \(attendance\)](#) [Scientific communications](#) [Internal seminars & Phd days \(attendance\)](#) [Publications](#) [Services](#) [Research stays](#) [Do not use](#) [Courses and transferable skills](#) [Defenses](#)

Status [All](#) [Not submitted](#) [Submitted](#) [Accepted](#) [Denied](#)

> **Accepted** Internal seminars & Phd days (attendance) - 5 ECTS

Actions ▾

> **Accepted** Scientific communications - 3 ECTS

Actions ▾

Activities that have been 'rejected'

Will appear in red.

The reason for rejection will be indicated behind the red 'i' (click on the 'i' to see the reason).

PhD training

The declaration of your doctoral training activities must be consistent with the specific disposition of your domain. Please refer to those on the website of your Domain Doctoral Commission for more information.

ECTS added

9 ECTS added with 8 validated by the CDD. [Show details](#)

Activities

Type All Conferences and symposiums (attendance) Scientific communications Internal seminars & Phd days (attendance) Publications Services Research stays Do not use Courses and transferable skills Defenses

Status All Not submitted Submitted Accepted Denied

>	Not submitted	Publications - 5 ECTS	Actions ▾ ☐
>	Accepted	Internal seminars & Phd days (attendance) - 5 ECTS	Actions ▾
>	Accepted	Scientific communications - 3 ECTS	Actions ▾
>	Denied	Publications - 10 ECTS	Actions ▾ 
		Commentaire du gestionnaire CDD	
		hors sujet de thèse	

Activities 'requiring modification'

They will reappear in blue with a red "i" indicating the requested change (click on the "i" to see the comment).

PhD training

The declaration of your doctoral training activities must be consistent with the specific disposition of your domain. Please refer to those on the website of your Domain Doctoral Commission for more information.

ECTS added

8 ECTS added with 8 validated by the CDD. [Show details](#)

Activities

Type All Conferences and symposiums (attendance) Scientific communications Internal seminars & Phd days (attendance) Publications Services Research stays Do not use Courses and transferable skills Defenses

Status All Not submitted Submitted Accepted Denied

>

Not submitted Publications - 5 ECTS

Actions ☐

>

Not submitted Conferences and symposiums (attendance) - 1 ECTS

Action ☐ 

Submit selected activities Accept selected activities

You can modify it (by clicking on the "actions" button) and resubmit it after correction

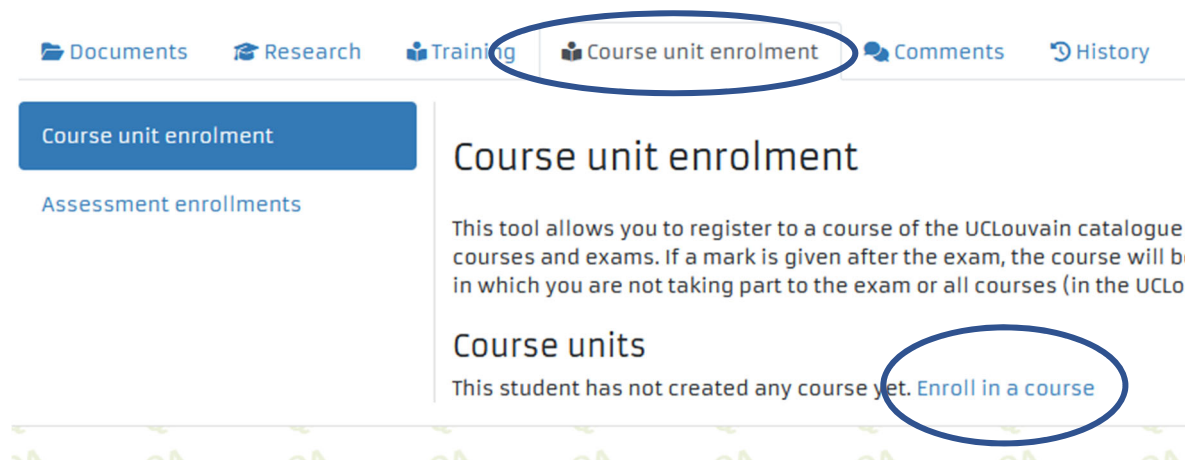
! This modification will only be validated at a future committee meeting !

Comment for PhD Committee manager

Please add the full name of the conference

Enrollment in UCLouvain courses (for the upcoming semester)

If you wish to register for a UCLouvain course, you can do so in the "course unit enrolment" tab by clicking on "enroll in a course."



In the "learning unit" box, search for the course either by course code or course title.

Enroll in a course

Context *

PhD training

Academic year *

2025-2026

Learning unit *

Search for an EU code

wesp

- WESP1001 - Introduction aux systèmes de santé et de soins- 3.00- Q1 - Actif - Annual
- WESP1006 - Economie politique- 3.00- Q2 - Actif - Annual
- WESP1007 - Introduction aux théories des organisations- 3.00- Q2 - Actif - Annual
- WESP1009 - Méthodologie du travail universitaire (séminaire inter facultaire)- 3.00- Q2 - Actif - Annual
- WESP1010 - Introduction à la statistique descriptive et aux probabilités- 3.00- Q1 - Actif - Annual
- WESP1011 - Introduction à la recherche scientifique en santé publique- 3.00- Q1 - Actif - Annual

Enroll in a course

Context *

PhD training

Academic year *

2025-2026

Learning unit *

Search for an EU code

public health

LAIX1115 - Public Health- 5.00 - Actif - Annual

LDUBL4414 - Medecine and Public health (DUBLIN)- 5.00 - Actif - Annual

LUPPS4105 - Public Health in Humanitarian Action (UPPSALA)- 5.00 - Actif - Annual

LVAR54006 - Public health in humanitarian action (VARSOVIE)- 4.00 - Actif - Annual

WFSP2201 - Advanced methods in public health : seminar- 3.00- Q2 - Actif - Annual

WMPHM2501 - Practice of biostatistics in public health- 5.00- Q2 - Actif - Annual

Don't forget to 'Save'.

Then, as an activity, you will need to 'submit' the course by checking the box next to 'actions' and then clicking on 'submit selected courses'.

Course units

Status **All** Not submitted Submitted Accepted Denied



Not submitted

WFSP2201 - Advanced methods in public health : seminar - 2025-26

Actions



Context

PhD training

Learning unit

WFSP2201 - Advanced methods in public health : seminar - 2025

Submit selected courses

Validate selected courses

Enroll in a course

=> The submitted course changes from blue to yellow.

Course units

Status **All** Not submitted Submitted Accepted Denied

[>](#) **Submitted** WFSP2201 - Advanced methods in public health : seminar - 2025-26

The PhD administrator receives notification of this submission and approves (or rejects) the course registration.

If the submitted course is approved, it changes from yellow to green

=> you are officially registered for this course. It will appear on the professor's lists (don't forget to also register on Moodle to access information, lectures, and the course calendar).

Course units

Status **All** Not submitted Submitted Accepted Denied

[>](#) **Accepted** WFSP2201 - Advanced methods in public health : seminar - 2025-26

Enroll for an exam, for a course that has been validated in the "course unit enrolment" tab

When you want to take the exam for a course that has already been validated in your "course unit enrolment" tab, you will need to go to "course unit enrolment" and then "assessment enrollments"

⇒ Please note that you must take and pass the exam in order to receive credits for your doctoral program.

Documents Research Training **Course unit enrolment** Comments History Management

Course unit enrolment
Assessment enrollments

Course unit enrolment

This tool allows you to register to a course of the UCLouvain catalogue only, before taking part in it and while taking part in it. If a mark is given after the exam, the course will be automatically submitted to the document in which you are not taking part to the exam or all courses (in the UCLouvain or elsewhere) must be inputted.

Course units

Status **All** Not submitted Submitted Accepted Denied

> **Accepted** WFSP2201 - Advanced methods in public health : seminar - 2025-26

Then click on 'enroll in an assessment'.

Documents Research Training Course unit enrolment Comments

Course unit enrolment

Assessment enrollments

Assessment enrollments

This student has not been enrolled in any assessment yet.

Enroll in an assessment

In the "learning unit" section, you will see a drop-down list containing the course(s) that you have previously validated in the "course registration" section. Select the course for which you wish to take the exam.

Enroll in an assessment

Defence date
Incomplete field

Learning unit *

WFS2201 - Advanced methods in public health : seminar

Session *

-

☐ Late enrollment

Session n°2	from 20/04/2026 to 30/07/2026
Session n°3	from 31/07/2026 to 31/10/2026

Cancel Save

Then select the relevant session (you will find the calendar for the three sessions next to it) and save.

Enroll in an assessment

Defence date
Incomplete field

Learning unit *
WFSP2201 - Advanced methods in public health : seminar

Academic year
2025-26

Session *

-

-

January

June

September

Score encoding periods:

Session n°1	from 01/12/2025 to 19/04/2026
Session n°2	from 20/04/2026 to 30/07/2026
Session n°3	from 31/07/2026 to 31/10/2026

Cancel **Save**

Assessment enrollments

2025-26 June WFSP2201 Advanced methods in public health : seminar

Enroll in an assessment

You are now registered for the exam for the selected course.

This will allow the professor to enter your grade at the end of the exam. It will automatically be added to your doctoral program. You will NOT need to add it to "courses and transferable skills training", **this will be done automatically**.

'CONFIRMATION' tab

Documents Research Confirmation Training Course unit enrolment Defence

Confirmation exam

New deadline

Confirmation exam

Definitive admission date: Oct. 14, 2025

Confirmation deadline: Oct. 14, 2027

Confirmation exam date: Incomplete field

Research report
Incomplete field

[Canvas of the supervisory panel report to download](#)

Support Committee minutes
Incomplete field

Opinion on research mandate renewal
Incomplete field

Confirmation deadline = the target date by which you must take your mid-term meeting (confirmation exam) = by default, this is two years from the date of final admission.

However, in the following cases, this date has been (or will be) changed by the PhD administrator:

- PhD students working on their thesis part-time = 3 years instead of 2 years after admission;
- PhD students funded by FNRS ASP, SD, CSD, and Télévie = mid-May of the year in which the renewal is requested;
- PhD students funded by FRIA = mid-October of the year in which the renewal is requested;
- PhD students who have been absent due to medical reasons, incapacity to work, pregnancy, maternity leave, paternity leave, etc., **may contact the PhD program administrator with a certificate of absence or medical leave to have this date adjusted accordingly, or you may request a postponement by filling out the “New deadline” tab available in the left-hand menu**

Confirmation exam date = Here, you should enter the date of your mid-term meeting as soon as it has been set with the members of your steering committee. The status of your file will change in 'confirmation submitted'.

To enter the date, go to the right side of the screen and select "**Actions**" – then "**Update**"

Actions ▼

Update

Upload the opinion on the renewal of the research mandate

Confirmation exam

Definitive admission date: Oct. 14, 2025

Confirmation deadline *

14/10/2027

Confirmation exam date

dd/mm/yyyy

Research report

Drag and drop your file here [+ or click here](#) (max size 500.00 MB)

Canvas of the supervisory panel report to download

Support Committee minutes

Drag and drop your file here [+ or click here](#) (max size 500.00 MB)

Opinion on research mandate renewal

Drag and drop your file here [+ or click here](#) (max size 500.00 MB)

[Cancel](#) [Save](#)

PLEASE NOTE: Don't forget that for the mid-term meeting, a member of the doctoral commission will be added to your steering committee for this occasion. Contact the PhD coordinator to find out who this person is. You will need to invite also this person when sending out your poll.

Research Report = Here you can upload your thesis progress report (approximately 3–6 pages) **at least one week before the mid-term meeting**, or you can email it to the PhD coordinator, who will upload it for you.

Canvas of the supervisory panel report to download = **PLEASE DO NOT USE THIS DOCUMENT!** This document is intended exclusively for the PhD administrator, who will fill in additional relevant information before forwarding it to your committee chair for the meeting.

Support Committee minutes = The PhD coordinator will drop here the minutes of the meeting.

Opinion on research mandate renewal – THIS APPLIES ONLY TO FNRS DOCTORAL STUDENTS = The PhD coordinator will drop here, after the meeting, the advisory document for the FNRS.

DON'T FORGET to also complete your doctoral training and submit it no later than one week before the date of your mid-term meeting so that your file is complete by the day of the meeting