

Doctoral training for the Doctoral Schools of the domains (CDD)
« Sciences » and « Veterinary sciences »,
« Agronomic sciences and biological engineering »,
« Engineering sciences and technology » and Art of building and urban planning »

I, the undersigned, _____, certify that I have read and understood the guidelines related to the number of credits to be acquired in the frame of my doctoral training. These guidelines ("dispositions particulières" document) are available at <https://www.uclouvain.be/fr/sst/cadrereglementaire> and are summarized below. I also certify that I will discuss with my supervisor(s) at the beginning of my PhD to define the list of activities that I will conduct in order to acquire these credits.

Date and signature

Doctoral training

The doctoral training must total at least 60 credits at the end of the thesis (20 credits allocated for the confirmation, private defense and final defense, and 40 credits of specific activities, see below). Any activity corresponding to the criteria of doctoral training carried out (as part of a diploma or professional activity) after obtaining the second cycle diploma that led to admission to the PhD programme can be proposed for inclusion in the doctoral training.

During the PhD programme, activities that are achieved must be submitted to the CDD for validation. It is recommended to submit these requests once a year, and it is mandatory to do so at least once before the thesis confirmation and once at the end of the thesis, when the PhD work is completed. Requests for credit validation must be signed by the supervisor.

At the time of the confirmation, if 15 credits (excluding thesis confirmation itself) have not yet been accumulated, a detailed proposal for the remaining credits to be accumulated must be attached to the confirmation file.

The final verification of the credits will be carried out by the CDD before the private defense of the thesis. The whole doctoral training will be officially validated by the jury at the private defense.

The doctoral training comprises 4 types of activities:

- **Scientific training** (advanced and interdisciplinary courses, participation to conferences

and seminars);

- **Scientific communication.** As such, the success of the thesis confirmation, of the private defense and of the public defense is valued on a lump-sum basis with 5, 10 and 5 credits respectively;
- **Teaching.**
- **Other activities.**

1. Scientific training

The **scientific training must total at least 15 credits**. It comprises participation to courses and conferences.

 *Disciplinary courses (no more than 30 credits)*

This includes courses in line with the research being conducted. These courses are a priori postgraduate courses (3rd cycle). Courses included in a graduate program (2nd cycle) may be authorized, but for a maximum of 5 credits (except exceptional circumstances). Language courses may be considered (for a maximum of 5 credits), provided that the use of the language in question is necessary for the scientific objectives of the PhD.

Note : *Disciplinary courses are valued as follows:*

- 3rd cycle courses: *the number of credits awarded to the course, if any, otherwise 1 credit per full day of participation. The request for valuation must be accompanied by a document attesting the participation, issued by the organizer of the activity.*
- 2nd cycle course: *the number of credits awarded to the course. The request for evaluation must be accompanied, for a Master course, by the standard certificate signed by the course holder*

Holders of a master's degree "finalité approfondie" in the same field (or a non-CFB degree or diploma deemed similar by the CDD) can benefit from a maximum of 5 credits (graduate, 2nd cycle, courses) within their doctoral training. This valuation is in no way automatic and it is up to the PhD student to introduce a request to the CDD as part of their first application of credit valuation.

 *Congresses, seminars and interdisciplinary courses*

This includes passive participation to congresses and summer/winter schools, participation to seminars, excluding internal seminars or research group meeting, and excluding courses not directly linked to the PhD discipline(s).

Note : *Participation to congresses and seminars is valued as 1 credit for 8 hours or one full day of participation. For courses: the number of credits awarded to the course, otherwise 1 credit for 8 hours or one full day of participation.*

2. Scientific communication

Scientific communication **must total at least 15 credits in addition to the 20 credits**

allocated for the confirmation, private defense and final defense. It includes oral communication, the writing of scientific articles, as well as the production and presentation of posters.



Communication

This refers to communications made by the PhD student during a congress or a postgraduate (3rd cycle) course.

Note : In the case of an oral communication, the number of credits will be approximately between 2 and 4 for an international conference and between 1 and 2 for a national conference. Posters produced and presented by the PhD student will be valued at 2 credits when presented at an international conference and at 1 credit at a national meeting.

The request for credit valorization must be accompanied by proof of acceptance of the communication or article. A copy of the slides or poster does not constitute proof.

Scientific communications carried out during 3rd cycle courses recognized as such, internal or external (example: summer school), can be valued.

Communications made during internal seminars or in front of the research group of the PhD student are not included in the doctoral training.



Writing of scientific papers

This refers to articles, for which the PhD student is actually one of the authors, accepted for publication in a journal or conference proceedings with a peer review committee.

Note : The number of credits will be approximately 1 to 5 depending on the level of the publication, its scale and the involvement of the PhD student.

At the last request for credit validation (corresponding to the end of the PhD work), credits may be proposed for papers that have been submitted but whose acceptance decision is still pending.

Note : The drafting of requests for funding and reports from FNRS, FRIA, or other funding sources is considered as part of the standard course of a PhD thesis, and is already largely included in the credits allocated for the thesis confirmation, private defense and public defense; it cannot therefore be the subject of an additional request for credits.

3. Teaching

Didactic supervision covers any supervision activity linked or not to courses organized at UCLouvain. A maximum of 6 credits over the entire thesis can be valued for didactic supervision.

Note : As an indicative guide, the valorization can be done at the rate of 1 credit for 25 to 30 hours of educational activities for the Sciences CDD and Agricultural Sciences and Biological Engineering CDD, and at the rate of 1 course = 1 credit for the Engineering Sciences and technology and Art of building and urban planning CDD.

4. Other activities

Possibility of valorization of activities of research and supervision of young researchers according to the specificities related to the sub-field such as :

- Consultancies
- Supervision of master thesis or internships (maximum 2 credits per year of PhD on average)
- Long term research stays abroad (maximum 5 credits over the duration of the PhD).
- Participation in the development of the scientific program for an event (maximum 1 credit per PhD year)

Note : it is not necessary to provide proof for the supervision of master theses or internships, but the name of the person supervised and the start and end dates of the supervision must be clearly indicated. For long-term research stays, an indicative guideline is 1 credit per month of stay.