

PHD SUBMISSION FOR DEFENSE ROADMAP

1 PHD SUBMISSION

1. At the Faculty of Medicine and Health Sciences, the doctoral student needs to submit the PhD for defense via [Plato](#). Please consider the [deadlines](#) to submit the PhD for defense.
2. The doctoral student starts the submission process via <https://plato.ge.ugent.be/> using the UGent account. Please complete the online form 'My PhD'. Switch to English at the bottom of the webpage.
3. Doctoral students who want to obtain the certificate of the Doctoral Training Programme must submit the curriculum to the Doctoral Schools for a final evaluation. The doctoral student is asked to submit the curriculum for approval at least 20 working days before the Faculty Board decides on the submission of the PhD. See guidelines for submitting the Doctoral Training Programme for final evaluation: <https://www.ugent.be/doctoralschools/en/doctoraltraining/yourcurriculum/final-submission.htm>
4. A first version of the PhD dissertation must be uploaded in Plato before the Doctoral Committee meeting (see deadlines for PhD submission). Please consider the [instructions for authors](#) to guarantee the completeness and conformity of the PhD dissertation.
5. If a positive advise is given by the Doctoral Committee, the PhD dissertation will be sent to the chair of your examination committee. He or she will check the PhD dissertation regarding completeness and conformity.
6. A second version of the PhD dissertation must be uploaded in Plato before the Faculty Board meeting (see deadlines for PhD submission).
7. If a positive advise is given by the Faculty Board, the members of the examination committee will be formally invited to evaluate the PhD dissertation. They have 5 weeks to provide the evaluation (not including recess periods). The doctoral student will receive a message as soon as an evaluation has been uploaded in Plato.

8. During these 5 weeks, the doctoral student can comply a [PhD leaflet](#). Together with the reworked PhD dissertation and answers, the PhD leaflet must be submitted 1 week before the internal defense the latest. Please consider the [PhD leaflet instructions for authors](#).
9. After receiving all evaluations from the members of the examination committee, the doctoral student will be given sufficient time (min. 1 week – max. 6 weeks) to revise the thesis and formulate answers.
10. In consultation with the chair of the examination committee, a date for the internal (and possibly public) defense is sought. For this purpose and around the deadline on which the evaluations are expected, a doodle can be sent to the members of the examination committee. At least 4 members of the examination committee must be present at the defense for it to be considered valid. Please upload all information (date, time and location) and documents in Plato in time (i.e. two weeks before the date).
11. Two weeks before the internal defense, an invitation will be sent from Plato or PhDGE@UGent.be to the members of the examination committee. One week before the internal defense, the following documents will be formally sent from Plato or PhDGE@UGent.be to the members of the examination committee:
 - ✓ The reworked PhD dissertation (1 PDF – changes marked in color)
 - ✓ The answers to the questions (1 PDF for all evaluations)
 - ✓ The PhD leaflet (1 PDF)

2 INTERNAL DEFENSE

12. A hybrid set-up is allowed for the internal defense. However, the doctoral student and chair of the examination committee must be present in person.
13. The examination committee meets in the absence of the supervisors.
14. The chair of the examination committee reviews the evaluation forms and the doctoral student's answers to the written comments.
15. The doctoral student is then invited to give a short presentation of the work by means of a PowerPoint presentation (approximately 5 minutes). Subsequently, the doctoral student is extensively (minimum 1 hour) questioned by the members of the examination committee about the work. Questions can also be asked about comments that have not been given beforehand. Each member of the examination committee is free to ask questions.

16. The examination committee deliberates on the answers to the written questions/comments and the (background) knowledge of the doctoral student during the defense.
17. The result of the internal defense is communicated to the doctoral student immediately after deliberation. The supervisors may be present at the announcement of the result and may be heard by the members of the examination committee.
18. Based on the result, the examination committee may or may not approve the printing of the thesis and the organization of the public defense.
19. In consultation with the chair of the examination committee, a date for the public defense will be set. Please note that at least 4 members of the examination committee must be present at the defense for it to be considered valid. At least two weeks between the internal and public defense are necessary in order to respect administrative procedures and to give the doctoral student the opportunity to correctly implement any changes before proceeding with the printing of the PhD dissertation. Possible dates for the public defense are best requested from the members of the examination committee before the internal defense (cfr. supra).
20. If the doctoral student is not admitted to the public defense, a second internal defense must be organized.

3 PUBLIC DEFENSE

21. The doctoral student and the members of the examination committee must be present in person during the public defense. If the doctoral student still wishes to have a hybrid set-up for the examination committee, a motivation is needed. Living abroad is not a valid reason for a hybrid setup for the examination committee.
22. A hybrid setup for the general public (i.e. live stream via MS Teams) is possible.
23. The doctoral student must be [re-enrolled](#) for the academic year in which the public defense will take place.
24. Upload the necessary information into Plato and provide the following information to PhDGE@UGent.be at least two weeks before the public defense: date and time of the defense, location, MS Teams link for streaming (not) required, presence of the members of the examination committee and possibly a personal invitation. In addition, the final version of the PhD leaflet is provided (1 PDF). The PhD leaflet will be linked to the formal invitation and the university's agenda and will appear on the faculty's website after the public defense.

Based on the information provided:

- ✓ an official invitation (possibly with MS Teams link) will be sent to all ZAP members of the faculty;
 - ✓ an official invitation will be sent to the members of the examination committee, supervisors and doctoral student;
 - ✓ the defense will be uploaded into the university's public agenda (followed by an invitation to pay);
 - ✓ a protocol for the public defense will be sent to the chair.
25. The PhD dissertation is printed in a limited number of copies (for the members of the examination committee, the supervisors and the doctoral student – see UGent style for [the cover page](#)). Before the public defense, a PDF of the final version of the PhD dissertation is provided to the members of the examination committee by the doctoral student.
26. At the time of the public defense, the PhD leaflet can be distributed to the public.
27. The professors of the examination committee wear a robe during the public defense. The doctoral student and/or supervisor makes sure that the robes are available. Gowns can be borrowed at the Dean's Office from Mrs. Marisa Van De Velde (+32 9 332 41 90).
28. Ensure that there is a deliberation room near the room where the public defense takes place and inform the chair of the examination committee. If necessary, information can be requested from Mrs. Marisa Van De Velde.
29. The Doctoral Schools provide financial support up to 1200 euros for doctoral defenses with an international member of the examination committee. The funding can be used for the travel costs, provided that an activity is organized by the research group. The activity is open to researchers from other research groups at Ghent University.
- For more information regarding 'Meet the PhD jury', see:
<https://www.ugent.be/doctoralschools/en/supervisor/meetphdjury.pdf>.
30. The presentation of the work consists of a short introduction to give the context of the PhD dissertation and an explanation of the work itself (maximum 40 minutes). After the presentation, the doctoral student is questioned by the members of the examination committee. Questions from the public are encouraged by the chair of the examination committee. Together, the performance and questioning last a maximum of 2 hours.
31. After the defense, the examination committee withdraws for the deliberation. The deliberation takes place in the absence of the supervisors. The decision of the deliberation can be communicated by the chair to the promoters for possible

comments. The public defense formally ends with the announcement of the result of the deliberation and proclamation by the chair of the examination committee. Finally, the chair of the examination committee closes the defense. The supervisor(s) congratulate the new doctor. The doctor can read aloud the acknowledgements / 'thank you note' included in the PhD dissertation.

32. After the public defense, the PhD dissertation must be uploaded in UGent Biblio.
33. Finally, PhDGE@UGent.be contacts the doctor to collect the diploma from the Dean's Office (provided payment has been made and the PhD dissertation has been uploaded into UGent Biblio).