

## OBTAINING A PhD AT THE DEPARTMENT OF LITERATURE

0. All affairs related to obtaining a doctoral degree at the Department of Literature are managed by the Doctoral Commissioner ([ortwin.degraeef@arts.kuleuven.be](mailto:ortwin.degraeef@arts.kuleuven.be)) and the Doctoral Lieutenant ([laurence.vannuijs@arts.kuleuven.be](mailto:laurence.vannuijs@arts.kuleuven.be)).

1. Persons who want to take their doctor's degree at the Department of Literature are required to seek permission from the consultative committee acting as departmental doctoral committee. They must find a supervisor (and, if desired, a co-supervisor) and submit a description of the research project (see article 6 of the regulations for the doctoral examination of the Faculty of Arts: [http://www2.arts.kuleuven.be/info/phd\\_regulations\\_doctexam](http://www2.arts.kuleuven.be/info/phd_regulations_doctexam)). The project description shall contain a short exposition of the research question, the estimated time needed for the project execution and a concise bibliography. For the project description, a form is available on the webpage "Praktische richtlijnen voor (kandidaat-) doctorandi/ae aan de Faculteit Letteren" ["Practical guidelines for (persons applying as) doctoral students at the Faculty of Arts"] under the subheading "De aanvraag tot doctoreren" ["Applying as a Doctoral Student"] [http://www2.arts.kuleuven.be/doctoreren\\_praktisch](http://www2.arts.kuleuven.be/doctoreren_praktisch)).

2. Apart from writing a dissertation, doctoral students are required to carry out a number of activities, the combination of which counts as their doctoral training programme. The faculty regulations ([http://www2.arts.kuleuven.be/info/phd\\_regulations\\_doctopl](http://www2.arts.kuleuven.be/info/phd_regulations_doctopl)) contain directions on how to put together a complete doctoral training. The Doctoral Lieutenant is the contact person for all questions pertaining to the doctoral training programme. He or she acts as an intermediary between the departmental doctoral committee and the doctoral students. All relevant communication goes through him or her. In exceptional cases and after a well-reasoned request the departmental doctoral committee can grant partial or full exemption from the doctoral training (see article 5.2 of the faculty regulations for the doctoral examination of the Faculty of Arts ([http://www2.arts.kuleuven.be/info/phd\\_regulations\\_doctexam](http://www2.arts.kuleuven.be/info/phd_regulations_doctexam))).

3. At the Department of Literature, the doctoral programme consists of the following compulsory components:

- publishing at least **one scholarly text**, a journal article or a book chapter;
- presenting at least **two seminars** to colleagues in the same research field on (a) topic(s) related to the student's doctoral research or on a more general topic;
- making at least one oral presentation or poster presentation on the student's own research at an **international scientific conference abroad**;
- attending at least **one seminar series, lecture series or course** designed for doctoral students;
- **submitting annual progress reports** of their research project (as detailed in points 4 & 5).

4. Doctoral students are expected to submit a **written report** on their research project on a yearly basis. This report allows the consultative committee to determine whether the doctoral students will be able to finish their research project (including the doctoral training programme) within the designated time frame. The annual report consists of **three documents**, which have to be submitted to Ms. Mia Hamels before May 31:

- a **progress report** which doctoral students discuss with their supervisor. The document (max approx. 6000 characters) consists of 1) a concise research progress report; 2) a planning for the remaining research activities; and 3) the planned activities for the doctoral training programme.
- an **assessment** by the supervisor **of the research progress** on the evaluation form provided on the website (see "Article 4: Progress Reports", §1: [http://www2.arts.kuleuven.be/info/phd\\_regulations\\_doctopl#voortgang](http://www2.arts.kuleuven.be/info/phd_regulations_doctopl#voortgang))<sup>1</sup>.

<sup>1</sup> For doctoral students who enrolled in the doctoral training programme in the course of the academic year 2008–2009 or prior a signature of the supervisor suffices.

- an **overview of all PhD training activities** in which the doctoral student has taken part, making use of the designated form provided on the website (see “Article 5: Doctoral Programme Form”: [http://www2.arts.kuleuven.be/info/phd\\_regulations\\_doctopl#rapporterling](http://www2.arts.kuleuven.be/info/phd_regulations_doctopl#rapporterling))<sup>2</sup>.

5. In the course of their doctoral training, doctoral students are required to present an **oral report** on the progress of their research **at least twice** to the Department or to an assembly declared equivalent to this body.

- In the first year their mandate, doctoral students give a **first, short presentation for the department**. This presentation is first and foremost of an informative nature. The short presentations are organised by the Doctoral Lieutenant.
- At the end of the second year doctoral students then give a **second, more extensive presentation** on the research carried out so far and the remaining research objectives. This presentation is followed by a discussion with the members of the doctoral **supervisory committee**<sup>3</sup>. The supervisor writes an assessment of the progress of the research project, making use of the evaluation form provided on the website (see “Article 4: Progress Reports”, §1: [http://www2.arts.kuleuven.be/info/phd\\_regulations\\_doctopl#voortgang](http://www2.arts.kuleuven.be/info/phd_regulations_doctopl#voortgang)). This form is then signed by the supervisor(s), the members of the supervisory committee and the chair of the departmental doctoral committee. The doctoral students hand in this form to Ms. Mia Hamels<sup>4</sup>.

6. All doctoral students are required to enrol and pay an enrolment fee. The amount of the enrolment fee is € 254,40 at the beginning of the training and € 268,20 in the year when the doctoral student obtains his or her doctoral degree (doctoral examination). In the meantime, doctoral students are obliged to enrol at the K.U.Leuven, without additional cost. After obtaining his degree, all doctors – except those who received a bench fee from the FWO – who have followed the doctoral training can apply for a reimbursement of the costs they had to make for this training, with a maximum of € 500. For that, they hand in vouchers for his or her expenses to the Faculty’s administrative secretary.

7. Before applying for admittance to the doctoral examination, doctoral students make an appointment with the Doctoral Lieutenant and the Doctoral Commissioner to evaluate their doctoral training. This evaluation is handed over to the consultative committee. Only after this committee has approved the programme, a jury can be appointed and the date of the defence confirmed.

8. All doctoral students have a K.U.Leuven email address (firstname.lastname@student.kuleuven.be). This is the email address for all official communication pertaining to the doctoral training programme. Students are expected to read incoming mail regularly. Doctoral students who are also staff can forward their email to their staff account (via <https://wachtwoord.kuleuven.be>). Forwarding email is only possible to staff addresses known in the staff database, not to private email accounts.

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<sup>2</sup> Doctoral students who enrolled in the doctoral training programme in the course of the academic year 2008–2009 can use the previous form.

<sup>3</sup> The supervisory committee is appointed within two years of the start of the PhD and consists of a minimum of three members: the supervisor, the co-supervisor (if applicable) and one other member. Postdoctoral fellows can be a member of the committee; at least one member needs to be affiliated with a different (Belgian or foreign) university.

<sup>4</sup> Doctoral students who enrolled in the doctoral training in the course of the academic year 2008-2009 or prior are exempted from the obligation to present their research to a doctoral supervisory committee. Nevertheless, they are required to present a second, more extensive presentation on their research as part of their training programme, e.g. at a conference, during a meeting of their research unit or at a conference for doctoral students (e.g. the annual “Doctorandidag”).