APPLICATION FOR (PARTIAL) EXEMPTION from the doctoral training programme

**PART I** (to be completed and signed by the doctoral student and the supervisor)

**I.1 Personal details**

First name: ……………………………….……………………….. Last name: ………………………………………………………………..…………..

Student number: …………………………………….…….…... Supervisor: ……………………………………………………………….…….…...

Faculty: ………………………………………………….…….…... Department: ……………………..………………………………….……………

**I.2 Request for exemptions**

Briefly motivate/explain reason for request exemption (e.g. activities performed or acquired before the start of the doctoral training programme, joint PhD…) ……………………………………….……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………….……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………….…………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………….……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………….………………………………………………………………………………………………………………………………………………………………………….………………………………………………………………………………………..

Please check/add the activities for which you wish to request an exemption:

* **Compulsory Onboarding Track**
* **Specialist courses (max. 3)**
  + **Regular course units**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course Title** | **Teacher** | **Hours** | **Institution** | **Evaluation** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

* + **Specialist courses and/or regular course units organized by a Ghent University Doctoral School other universities or permanent training institutions**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course Title** | **Teacher** | **Hours** | **Institution** | **Evaluation** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Please attach a programme and/or proof of successful participation to this form for exemptions in this category.

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**FIRST + LAST NAME doctoral student:** …………………………………………………………………………………………………………………….…..

**PART I** (cONTINUED)

* **Transferable skills seminars (max. 3)**
  + **Cluster communication skills**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course Title** | **Teacher** | **Hours** | **Institution** | **Evaluation** |
|  |  |  |  |  |

* + **Cluster Research & Valorization**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course Title** | **Teacher** | **Hours** | **Institution** | **Evaluation** |
|  |  |  |  |  |

* + **Cluster Career management**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course Title** | **Teacher** | **Hours** | **Institution** | **Evaluation** |
|  |  |  |  |  |

* + **Cluster Leadership & Efficiency**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course Title** | **Teacher** | **Hours** | **Institution** | **Evaluation** |
|  |  |  |  |  |

Please attach a programme and/or proof of successful participation to this form for exemptions in this category.

* **Research-related activities** 
  + **1 Publication or equivalent realisation**

**NB: publications should meet the following requirements:** A1 publication, P1 publication, article in journal included in the VABB list of journals, book with publisher included in the VABB list of publishers, chapter in book with publisher included in the VABB list of publishers. Please indicate the type of publication, specify the reference, motivate your request and attach a copy of the publication to this form.

**Type of publication (A1, P1, VABB-TS, VABB-BK, VABB-BH):** ………………………………

As set out in article 21§5 of the [Education and Examination Code for Doctoral Matters](https://www.ugent.be/student/en/class-exam-exchange-intern/class-exam/education-examination-code), PhD candidates may argue that they should receive an exemption for publication requirements on the grounds that they have acquired the relevant competences through other research-related activities (e.g. the development of an innovative piece of software, a significant non-academic publication relating to their research, or a lengthy (ongoing) publication review process). If you wish to make your case for an exemption on this basis, please leave the section ‘complete reference’ blank and make sure to provide a substantive motivation in the next section making clear how this particular achievement relates to your research and why the competences acquired as part of this should be considered equivalent to those associated with the scientific publication process.

**Complete reference (author(s), title, journal/book title, editors, volume/issue nr., pages, publisher, year):** ……………………………………………………………………………………………………………………………………..……….…………………..…………………………………………………………………………………………………………………………………………………………………………………………………….

**Motivation:**

……………………………………………………………………………………………………………………………………..……….…………………..………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………..…………………………………………………………………………..…………………………………………………………………..………………………………………………………………………………………………………………………………………..

* + **National/International conference contributions (Max. 3)**

|  |
| --- |
| **References (authors, title, congress, venue, date, oral or poster presentation, national or international conference)** |
|  |
|  |
|  |

Please attach a proof of participation for each conference to this form.

APPLICATION FOR (PARTIAL) EXEMPTION from the doctoral training programme

**FIRST + LAST NAME doctoral student:** …………………………………………………………………………………………………………………….…..

**PART I** (cONTINUED)

Number of attachments:……………………..

Date, name and signature of the supervisor

Date, name and signature of the doctoral candidate

**Please send the signed and completed form to the Doctoral School Office (**[**doctoralschools@ugent.be**](mailto:doctoralschools@ugent.be)**), or attach it to your ‘Application for the first enrolment for the Doctorate and the Doctoral Training Programme’**

**PART II** (to be completed and signed by the faculty representative)

**The Faculty grants an exemption for:**

О the complete Doctoral Training Programme

О part(s) of the Doctoral Training Programme:

* + О The Compulsory onboarding track
  + ……… course(s) within the category Specialist studies (max. 3)
  + ……… seminar(s) within the category Transferable skills (max. 3) belonging to cluster (max. 1/cluster):

О Communication Skills О Research & Valorization

О Career Management О Leadership & Efficiency

* + ……… publication within the category Research-related activities (max. 1)
  + ……… conference contribution(s) within the category Research-related activities (max. 3)

Date, name and signature of the Faculty representative