

# SUBMISSION DISSERTATION – STEP-BY-STEP PLAN

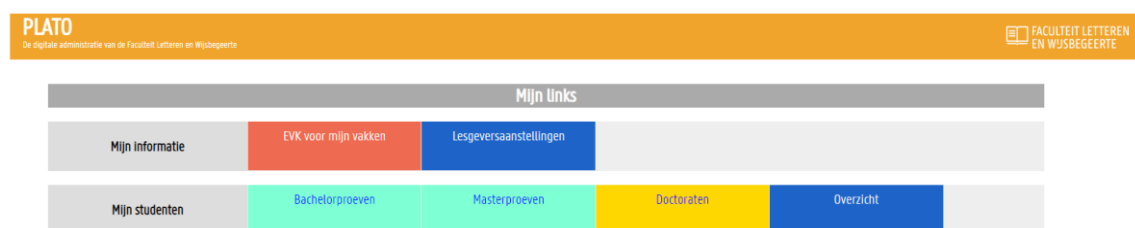
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## BEFORE THE FACULTY COUNCIL WHERE THE DOCTORATE IS SUBMITTED

1. The doctoral student starts the procedure 'submission dissertation' in [Plato](#) → My information → My PhD:



2. The administrative supervisor responsible completes the data in [Plato](#) → My students → PhDs:



No later than 10 calendar days before the Faculty Council at which the dissertation is to be submitted, the details need to be completed.

All supervisors and the doctoral student must sign the details in Plato for approval. The application cannot be processed for the Faculty Council before then. After all parties signed the details for agreement, the Faculty Student Administration (FSA) will bring the application before the Faculty Council.

3. The doctoral student uploads the dissertation to Plato no later than 16.00 on the day before the Faculty Council.

- The doctoral student uploads the form [authorship protocol](#) in Plato in case of an article-based doctorate in joint publications.
- The doctoral student checks in Oasis the enrolment for the current academic year (enrolment is mandatory up to and including the academic year in which the public defence takes place) and checks whether registration has been made for the correct discipline. If this is not the case, the student emails the form [change the intended doctoral title](#) (in Dutch) to [fsa.lw@ugent.be](mailto:fsa.lw@ugent.be), after which the Faculty Student Administration (FSA) submits this change to the Faculty Council.
- The doctoral student who completed the doctoral training programme and obtains a doctoral training programme certificate performs the necessary steps in Oasis. [More information](#).

## AFTER APPROVAL FACULTY COUNCIL AND BEFORE THE FIRST SESSION

- After the Faculty Council, the Faculty Student Administration (FSA) will change the status in Plato to 'waiting for reading reports', and the necessary emails will be sent to all parties concerned (doctoral student and Examination Board members).
- The experts and rapporteur upload their report into Plato within the foreseen deadline via the link they received via email.
- Four working days before the first session, the doctoral student and all Examination Board members can consult the reports via [Plato](#).
- If one of the Examination Board members wishes to attend the meeting through video conferencing, the chair of the Examination Board contacts Peter De Smet via [logistiek.lw@ugent.be](mailto:logistiek.lw@ugent.be) (for sessions in Groot-Brittanniëlaan or Abdisstraat: Peter Velaerts via [peter.velaerts@ugent.be](mailto:peter.velaerts@ugent.be)) and communicates the received video link to the members of the Examination Board concerned. The chair of the Examination Board also enters the video link into [Plato](#):

<i>In te vullen door de FSA of de voorzitter</i>	
<i>Videolinks</i>	Eerste verdediging: <input type="text" value="https://..."/>
	Tweede verdediging: <input type="text" value="https://..."/>

## DURING THE FIRST SESSION

- The chair of the Examination Board retrieves the attendance register and the template of the report of the first meeting from [Plato](#) using the link sent by mail.
- If required, the chair asks the student to submit a final version of the dissertation at the public defence.

## AFTER THE FIRST SESSION

1. The doctoral student pays the [remaining tuition fee](#) after admission was granted to the public defence.
2. The chair of the Examination Board uploads the attendance register and the report of the first session into [Plato](#) via the link sent by mail.
3. The Faculty Student Administration (FSA) changes the status of the dissertation in [Plato](#) to one of the following statuses: 'Awaiting revision', 'Awaiting public defence' or 'Not admitted to public defence'.

## BEFORE THE SECOND SESSION (PUBLIC DEFENCE)

1. If one of the members of the Examination Board wishes to attend the meeting through video conferencing, the chair of the Examination Board contacts the faculty IT officer Peter De Smet via [logistiek.lw@ugent.be](mailto:logistiek.lw@ugent.be) (Peter Velaerts for sessions in Groot-Brittanniëlaan or Abdisstraat via [peter.velaerts@ugent.be](mailto:peter.velaerts@ugent.be)) and communicates the received video link to the members of the Examination Board concerned.

The chair of the Examination Board also enters the video link into [Plato](#):

<i>In te vullen door de FSA of de voorzitter</i>	
<i>Videolinks</i>	Eerste verdediging: <input type="text" value="https://..."/>
	Tweede verdediging: <input type="text" value="https://..."/>
	<input type="text" value="https://..."/>

2. The doctoral student uploads the final version of the dissertation in [Biblio](#) (Ghent University Academic Bibliography) and [Plato](#) at least 2 calendar days before the public defence, and adds a Dutch and English summary, whether or not in the dissertation itself (300 to maximum 500 words each).
3. The chair of the Examination Board collects the diploma, beret and faculty gift from the Faculty Student Administration (FSA).
4. The Faculty Student Administration (FSA) ensures the announcement of the public defence on the faculty and university website.

## DURING THE SECOND SESSION

1. At the start of the second session (public defence), the chair of the Examination Board, if requested during the first session, receives a final version of the dissertation.
2. The chair of the Examination Board retrieves the attendance register and the template of the report of the second session (public defence) from [Plato](#) using the link sent by mail.
3. The chair of the Examination Board uploads the completed attendance register and the report of the second session (public defence) into [Plato](#) using the link sent by mail (when uploading the report, click on 'save' at the bottom).

4. One of the supervisors may give a laudatio on the doctoral student and the dissertation if the Examination Board has given a favourable recommendation.
5. The chair of the Examination Board presents the diploma, the beret and the gift from the faculty.

## **AFTER THE SECOND SESSION**

1. The chair of the Examination Board uploads the attendance register and the report of the second session into [Plato](#) using the link communicated by mail.