VADEMECUM FOR THE DOCTORAL PROGRAM IN ECONOMICS AND MANAGEMENT

This version: Decembre 2018
Disclaimer

This version of the Vademecum, applies to doctoral Students admitted to the doctoral program in Economics and Management Science at the Université Saint-Louis - Bruxelles.

The Vademecum draws primarily on the Doctoral regulation of the Université Saint-Louis - Bruxelles, (http://www2.usaintlouis.be/public/recherche/reglement_doctoral_usl-b.pdf). In itself it does not constitute a regulation by the Doctoral Commission in Economics and Management of the university. This commission is responsible for any errors in the editing of this document.
Summary

The Doctoral Program in Economics and Management gives the candidate access to an international integrated doctoral school across the different universities in Belgium. The doctoral program and the graduates are recognized for their quality on the academic and private job markets. PhD graduates from Université Saint-Louis - Bruxelles teach in different international universities in Europe, or occupy qualified positions in private and public organizations.

Admission to the program is given to strong candidates with Master’s degrees in Economics or Management (5 years equivalent – 300 CREDITS), having received the support from a faculty member of the Université Saint-Louis - Bruxelles to mentor their training. Entering the program requires candidates to carefully reflect on their field of interest and their capacity to undertake research, as they are required to write out a research proposal to get into the program.

Each doctoral student has a senior faculty member of the Université Saint-Louis – Bruxelles as a personal supervisor to guide him/her in his/her research. The progress made by the doctoral student in the program is guided by a supervisory panel along four mandatory steps: the admission to the doctoral program based on a research project, the confirmation step, the private doctoral defence and the public doctoral defence.
1. Introduction

This Vademecum summarizes several regulations, rules and procedures governing the doctoral studies in Economics and Management at the Université Saint-Louis – Bruxelles. These rules are in application for each candidate entering the doctoral program after February 1, 2018 on. Ph.D. students that were registered before this date may automatically enter the new program by sending an email to the President of the Supervisory Pannel before July 1, 2018. Otherwise, the rules defining the requirements for the completion of the Ph.D. are those that were in application at the date of the candidate’s registration in the program. These rules are available upon request.

The Vademecum also provides useful information on the doctoral process and the doctoral studies. The document draws on the Doctoral regulation of Université Saint-Louis - Bruxelles approved by the Conseil de l’enseignement of the University (September 2014). However, note that this Vademecum is provided for informational purposes and is not part of the regulation.

2. Definitions

In this section, key terms, roles and decision-making bodies are defined with reference to their objectives for the doctoral program in Economics and Management.

2.1. The Doctoral Program

The doctoral program of the Université Saint-Louis - Bruxelles is a 3rd cycle interuniversity educational program in Economics and Management comprising 180 credits composed of:

- the definition, editing and defence of a doctoral dissertation corresponding to at least 120 Credits, the process of which is described in section 3 below, and
- a research training program (60 Credits), with courses, modules, workshops and individual scientific training activities as described in section 4.

The program is open for holders of recognized Master’s degrees (at least 300 CREDITS). The degree of Doctor of Philosophy (PhD) is conveyed after the (public) defence of a PhD thesis that should outline the quality and originality of the research as well as the candidate’s ability to communicate about his/her area of expertise.

2.2. The Candidate

The candidate is the person desiring to pursue the doctoral program in Economics and Management. A candidate is admissible into the doctoral program on the following conditions, which are verified and approved by the Doctoral Commission (in French, Commission Doctorale du Domaine or CDD hereafter) in Economics and Management (see 2.4):
1. Completion of a Master’s degree in Economics or Management (or M.Sc. in Economics or Management) 120 credits with honors (cum laude) or equivalent, terminating undergraduate and graduate university studies of at least 300 credits. A student with a Master’s degree 120 credits obtained with honors or equivalent in a different field may be granted access after validating up to 60 credits of graduate coursework in Economics/Management or equivalent.

2. Proficiency in English (English level B2 or 567 at TOEFL® PBT, or 87 at TOEFL® iBT or 6 at the IELTS test, a semester at an English-speaking university in an English-speaking country or equivalent may be required).

3. Acceptance by a faculty member of the Université Saint-Louis to act as a temporary supervisor (mentor) on a specific theme or topic.

The status of doctoral candidate in the Doctoral program does not imply per se any employment relationship between the candidate and the Université Saint-Louis - Bruxelles. For financing possibilities, we refer to section 6.

2.3. The Supervisor

The supervisor is a faculty member of the Université Saint-Louis - Bruxelles, granted with the right to supervise doctoral research, able and willing to guide the research in a given field until completion of the thesis. A second supervisor may be appointed from an institution within or outside the Université Saint-Louis – Bruxelles (see Règlement doctoral de l’Université Saint-Louis for eligibility rules).

The supervisor guides and supports the candidate in the definition, structuring, editing and presentation of the doctoral research, warranting for the scientific contribution of the final work and its process. The commitment between the candidate and the supervisor is reciprocal and lasts normally until the termination of the doctoral program, unless terminated by mutual consent and with the confirmation of the Doctoral Committee.

2.4. CDD in Economics and Management at Université Saint-Louis - Bruxelles

The CDD in Economics and Management is composed of three academic members, whose one is the CDD president.

It is mandated by the Doctoral Commission of the Université Saint-Louis - Bruxelles to supervise the different steps of the doctoral process (admission, confirmation, doctoral defence), to authorize the candidate to pass onto the following step of his/her training and to solve possible conflicts between a candidate and his/her supervisor.

The CDD in Economics and Management prepares the appointment of thesis supervisors, doctoral committees and doctoral juries for validation by the relevant instance (the Faculty Dean) prior to their official designation by the Rector.
3. Stages in the doctoral process

The doctoral process consists of five stages: the admission, the confirmation, the formation of the jury, the private defence and the public defence. This chapter is devoted to describing these stages.

3.1. Admission

The admission to the doctoral school is the first mandatory step in the doctoral process. The admission has to be sent in a single PDF file to the director of the Doctoral Committee in Economics and Management, to the proposed supervisor, and to the person in charge of the administration of the program.

3.1.1. Admission application

The following elements must be contained in the electronic admission file:

1. Identity, full name (scanned copies of identity card and/or passport);
2. Contact information (address, telephone and email);
3. CV and copies of obtained university degrees;
4. Proof of completion of Master’s degree in Economics or Management (or M.Sc. in management) of 120 credits with honors or equivalent, terminating undergraduate and graduate university studies of at least 300 credits. A student with a Master’s degree 120 credits obtained with honors or equivalent in a different field may be granted access after validating up to 60 credits of graduate coursework in Economics or Management or equivalent.
5. Documentation showing proficiency in English (English level B2 or 567 at TOEFL® PBT, or at TOEFL® iBT or 6 at the IELTS test, or a semester at an English-speaking university in an English-speaking country).
6. Letter of support and approval of the research project from a faculty member, committing him/herself to act as [permanent] supervisor;
7. Research proposal;
9. Proposal for a research training program of 60 credits.

3.1.1.1. The supervisor

Any faculty member (professor or permanent scientist) of Université Saint-Louis - Bruxelles with a doctoral degree obtained after the public defence of a thesis is eligible to supervise a doctoral research. The doctoral research may be supervised by two supervisors (co-supervision) if at least one out of the two is a faculty member of the Université Saint-Louis – Bruxelles, and of the other one is eligible according to the Règlement doctoral de l’Université Saint-Louis - Bruxelles. A retired faculty member (emeritus) may continue to supervise already admitted candidates, but cannot act as supervisor for a new candidate.
3.1.1.2. The research proposal

The research proposal is a document written in English or French using the form in Appendix 8.1, with the following contents:

1. Tentative thesis title;
2. Summary of the objective or research questions for the project, including a statement of the motivation and originality of the chosen topic within the field of management;
3. Short state-of-the-art literature review of recent work related to the proposed project.
4. Methodological statement sufficiently detailed to enable an assessment of its relevance with respect to the stated research questions.
5. Scientific bibliography
6. Tentative project plan outlining human, material and financial resources necessary to complete the project.

Projects that are insufficiently specified, too ambitious or inadequate in terms of methodology or literature are rejected.

3.1.1.3. The supervisory panel

The supervisory panel is proposed by the supervisor(s). On top of the supervisor(s), at least two other eligible persons are members of the supervisory panel and at least one out of them is external to Université Saint-Louis - Bruxelles. The voluntary members of the thesis committee are committed to provide continuous guidance to the candidate during the project, meeting at least once annually with the supervisor(s) and the candidate to discuss the progress. The prior consent of the proposed members to serve on the supervisory panel must be solicited by the supervisor. The proposed members of the supervisory panel provide the candidate with a signed document stating their willingness to be part of the candidates supervisory committee. The proposed supervisory panel must be approved by the CDD in Economics and Management which may suggest changes in the panel composition in order to better suit the project or the candidate.

3.1.1.4. The research training program

The proposal for the training program is drafted jointly by the candidate, the supervisor(s) and the supervisory panel with the objective to match the scientific needs of the candidate and the project. The courses and research seminar series the candidate intends to take part in, need to be indicated at admission and need to be approved by the CDD in Economics and Management. Any ulterior change in the program (e.g. in a doctoral course and seminar series taken) must be communicated to and approved by the CDD in Economics and Management.
3.1.2. Application and contact details

The electronic application file is to be sent by email to the president of the CDD in Economics and Management and to the person in charge of the administration of the program.

3.1.3. Process

The CDD continuously reviews the admission applications. An acceptance decision of the CDD is sent to:
- The Candidate;
- The Supervisor(s);
- The Members of supervisory panel.

In the case of a rejected admission, a motivated decision of the CDD is sent to the Candidate and the Supervisor(s). If the CDD considers that the application should be improved before approval, it asks the candidate to submit an updated version.

3.1.4. Administrative registration

After the approval by the CDD, the candidate will be invited to register as a PhD student. The candidate registers at the registration desk of the Université Saint-Louis - Bruxelles (inscription@usaintlouis.be).

3.2. Confirmation step

The confirmation procedure is a mandatory intermediate step in the doctoral process. It aims at assuring adequate progress (in terms of quality and timing) towards the completion of the thesis. The confirmation serves several objectives.

First, the confirmation step is the critical stage at which the candidate has to convince his/her supervisory panel about the prospects of terminating the thesis as initiated. In passing the confirmation, the candidate gets an endorsement from the supervisory panel to continue the research along the undertaken direction until the private defence (which is to take place at least one year after the confirmation).

Second, the confirmation is the occasion for the supervisory panel to fix (more) in detail the objectives for the candidate’s research project, given the intermediate results from the first 1 to 2 years of research. These guidelines are important to enable a clear focus and to identify specific areas for scientific contributions and publication opportunities.

Third, the progress up until and the status at the confirmation allow the supervisory panel to identify and isolate potential limitations and barriers for the candidate upon the realization of the project. These barriers could be linked to resource limitations (access to financial resources, tools and proprietary data, personal capacity of the candidate to master parts of the methodology, supervisory capacity, international connections, etcetera). The guidelines provided by the supervisory panel at the confirmation stage should address any identified
obstacle so as to ensure that the objectives can be achieved in due time without sacrificing quality.

3.2.1. Deadline

Within 24 calendar months from the admission to the doctoral program by the CDD, the candidate should present and pass the confirmation stage. The CDD may extend this period if duly justified with exceptional circumstances. Note that for FNRS fellowships, the renewal report after two-years requires a passed confirmation stage.

3.2.2. Process

The confirmation step is organized between the candidate and the supervisory panel at a time mutually agreed upon and involves several elements:

1. Two months prior to the intended confirmation date, the candidate or the supervisor informs the director of the CDD in Economics and Management and the person in charge of the administration of the program about the upcoming event. The request is accompanied by the following information:
   a. Updated form of passed courses and activities in the Planned research training form;
   b. List of planned courses and activities of the Planned research training form;
   c. Updated form of achieved continuous research activities;
   d. List of scientific publications;
   e. List of presentations at scientific conferences.

2. The candidate or supervisor may request the presence of a member of the CDD in Economics and Management at the confirmation step. Analogously, the CDD in Economics and Management may signal its intention to assist at the confirmation. In the two cases, the CDD in Economics and Management will coordinate with the supervisory panel as to find a suitable date for the confirmation step.

3. Unless a request has been made as of (2), the supervisor informs the CDD in Economics and Management about the date of the confirmation.

4. Two weeks prior to the confirmation date, the candidate submits the confirmation report, a written report or authored article(s), showing progress in the research project. A minimum requirement would be to have completed a thorough literature review and specified the methodological basis for the work. If an article (presented or submitted/published) is submitted, a short written note should document the position of the article in the thesis proposal and the plan for future work.

5. At the confirmation date, the PhD Candidate orally presents a 20 minute overview of the completed research and his/her future work on the doctoral project.
6. After presentation and discussion, the supervisory panel and possible members of the CDD in Economics and Management deliberate upon the conclusions of the confirmation.

7. The report from the confirmation (Appendix) is written by the supervisor and signed by all members of the supervisory panel.

The report is submitted in original form to the director of the CDD in Economics and Management and to the person in charge of the administration of the program. The CDD in Economics and Management writtenly informs the Candidate and the Members of the supervisory panel as soon as the confirmation report has been validated.

In the event of a failure to the confirmation step (art 3.2.3. of the doctoral regulation of the Université Saint-Louis - Bruxelles), the CDD can define a period of maximum 12 months within which the candidate may retry the confirmation step.

3.3. Doctoral defence

When the supervisory panel considers that the candidate’s doctoral research and doctoral training have been satisfactorily completed, they propose a composition of a doctoral jury. The private defence will be held at least one year after the passing of the confirmation step.

3.3.1. Doctoral Jury

A doctoral jury includes the thesis supervisor(s) and at least three other members selected for their scientific competence in the field of the thesis. At least two of the jury members should be external to the Université Saint-Louis - Bruxelles and all members should hold a doctoral title earned through a public defence of a thesis, through a refereeing process with external examiners of a thesis or have equivalent expertise.

The jury is chaired by the Dean of the faculty or a delegate, who is not counted as one of the members in sense of the paragraph above.

3.3.2. Process for the designation of a jury

The written proposal, signed by the supervisor on behalf of the supervisory panel, is to be sent for validation to the director of the CDD in Economics and Management and to the person in charge of the administration of the program. It should include a certificate of the candidate’s registration to the doctoral program, a certificate of the validation of the confirmation step, and the full documentation of the completed doctoral training program of 60 credits. After approval by the CDD, the proposal is transmitted to the Dean of the ESPO faculty. The members of the jury are (formally) appointed by the Rector of the Université Saint-Louis - Bruxelles.
Upon receipt of the designation of the jury, the CDD in Economics and Management transmits a copy to:
- The Candidate;
- The Supervisor(s);
- The Members of the jury

3.3.3. The private doctoral defence (Art. 3.4.)

The jury comes to a joint decision on the date of the private defence, in agreement with the candidate. At the latest one month before the chosen date, the candidate forwards (by email and by post) the provisional text of the thesis to the jury members. This text must consist of either an original thesis, or an essay accompanied by a coherent set of publications and research of which the candidate is either the author or the co-author. These documents can be submitted in French or in English.

The entire jury must be present for the private defence (videoconference is authorized). If this is not possible for compelling reasons, the absent member must send a written report before the defence to the chairman of the jury, giving his/her reasoned opinion on the value of the thesis and a list of questions to be put to the candidate.

The private defence will start with a short oral presentation (maximum 30 min), after which the jury will discuss the submitted text as well as the research results with the candidate. At the end of the private defence, the jury deliberates and makes its decision concerning the admissibility of the thesis. The chairman of the jury documents this deliberation process in a written form, signed by all present members, declaring:

a. The admissibility or the non-admissibility of the thesis;
b. If the thesis is found non-admissible, a minimum delay (in months) from the date of the current private defence to the organization of a new private defence;
c. If the thesis is found admissible, the jury:
   i. provides the candidate with a summary of necessary modifications prior to publishing the thesis and the public defence;
   ii. indicates the expected time to implement the modifications specified under (i);
   iii. specifies the approval procedure of the thesis draft that will incorporate the modifications in (i).
d. The approximate date for the public defence, no earlier than one month after the private defence.

The result of this deliberation is immediately communicated to the candidate orally. The written form is forwarded to the CDD in Economics and Management for validation and an official transcript of the private defence is compiled. This transcript is transmitted to:
- The Candidate;
- The Supervisor(s);
- The Members of the jury.

3.3.4. Process prior to the public defence
The candidate prepares a new thesis draft along with a short document summarizing the implementation of the indicated changes, resubmits it to supervisor and the jury. After approval of the required modifications made by the Candidate by the jury members, and once a final date has been agreed upon among them, the approving parties transmits a written demand to the CDD in Economics and Management to organize a public defence at that date.

The CDD in Economics and Management transmits this request to the university administration and invites the jury and the public to the public defence.

The candidate will be requested (i) to provide a certain number of copies of the thesis to the administration of the CDD Economics and Management (ii) to print the approved thesis version in the series of doctoral theses of the Université Saint-Louis Bruxelles and (iii) to transmit the printed thesis at least two weeks prior to the defence to:
- The members of the jury;
- The CDD in Economics and Management.

An electronic copy must also be uploaded to the DIAL platform.

3.3.5. The public doctoral defence (Art. 3.5.)

The public defence consists of an oral presentation given by the candidate and explaining the results of the research of the thesis. On this occasion, the candidate should lay emphasis on the qualities and originality of his/her work, and its relevance to the wider scientific public. This presentation is followed by a discussion between the candidate and the jury. Afterwards, members of the public may also raise questions.

At least two thirds of the members of jury must be present at the public defence, which may not last longer than three hours. Any member unable to attend the public defence must send a written report to the chairman of the jury prior to the defence, giving his/her reasoned opinion on questions that he/she wishes to put to the candidate.

3.3.6. Administrative procedure after the public defence

Immediately after the public defence, the jury members withdraw to decide on the outcome of the doctoral program, awarding the 120 credits for the successful defence of the doctoral dissertation, and to certify that the candidate has obtained the minimum 180 credits required for the granting of the academic title of doctor (art 3.5.1. of the doctoral regulation of the Université Saint-Louis - Bruxelles). A member of the jury is designated to act as Secretary at the deliberation. The Chairman of the jury prepares the following documents to be issued after the deliberation:

1. The diploma from the Université Saint-Louis - Bruxelles with signatures of all present members of the jury;
2. An official report for the private defence, reproducing the composition of the jury, the date, location and result of the private defence and summarizing the contributions of the thesis on one page, co-signed by all present members of the jury;
3. An official training certificate (certificate de formation à la recherche) of the doctoral program with a summary of the validated elements, signed by the Chairman of the jury, the Secretary and the Candidate.
4. The appendix to the training certificate with the details of the doctoral program, signed by the Secretary of the jury.
5. An official report of the public defence, including the date, location, and result of the defence, signed by all present members of the jury.

The chairman immediately announces the result publicly and the new doctor signs the diploma and the training certificate. The chairman then transmits the diploma and the certificate to the Rector for signature. The official report and the official bulletin are transmitted to the Dean of the faculty ESPO and the CDD in Economics and Management. The person in charge of the administration of the program CDD in Economics and Management archives a copy of the official report and the bulletin.

3.3.7. The diploma

There is only one diploma, it is an original and cannot be reproduced in case of loss.

3.4. Joint degrees

The Université Saint-Louis - Bruxelles can award a joint PhD-degree together with another domestic or foreign university if the PhD-student has done research at the partner university during at least six months during the PhD process. The PhD student who wishes to obtain a joint degree should follow the instructions as laid out in Annex 1 of the doctoral regulations of the Université Saint-Louis - Bruxelles. If the application is approved, the PhD-student should comply with the regulations of both universities regarding the registration and admission for the public defence of the thesis. The model agreement with the partner university should be conform to the model agreement in the doctoral regulations. Prior to signature by the Rectors of the universities, the CDD Economics and Management and the Dean of the faculty ESPO need to validate the proposed joint degree agreement.

3.5. Appeal process

Any decision (admission, confirmation) made by the CDD Economics and Management may be appealed to the Dean of the Faculty ESPO within 15 days after the decision.

4. The doctoral program

Doctoral training (as described in RD USLB art. 3.1.2.f) is taken at one or more doctoral schools that are organised in the domain of Economics or Management. The training consists of advanced courses and seminars, scientific communication and services. In this section, the constituents of the doctoral program are described more in detail. In general, the doctoral program requirements are the same for students in Economics and in Management. However, the relevant doctoral courses and seminars are different for the two domains, as indicated below.
4.1. Courses (25-30 credits)

The CDD in Economics and Management is responsible for the validation of the type and level of doctoral courses for which credits are awarded. The criteria concern (i) the consistency with the research project and (ii) the level of the training with respect to the pre-requisites of the candidate.

A doctoral course should
- either correspond to a methodological or epistemological need in the research training,
- or meet a specific instrumental need in the elaboration of the models and tools useful to the research project.

A course can be selected from the doctoral programs of Belgian and international universities if, unless specified differently in this vademecum (see section 4.1.a), the credits obtained for the course do not simultaneously contribute to meeting the requirement of another diploma.

Within the coursework in the doctoral program of Economics and Management, two categories can be found: mandatory courses and advanced courses.

a. Mandatory courses (15 credits)

Candidates are required to take at least 3 courses from a research master in their field. In Economics, the candidate should take at least one course of advanced microeconomics, one course of advanced macroeconomics and one course of advanced econometrics. In Management, candidates may select courses in epistemology, statistics, axiomatic methods, qualitative methods, or advanced econometrics.

The candidate will obtain 15 credits upon passing these courses. A PhD candidate in Economics (resp. Management) who holds a research master in Economics (resp. Management) will automatically receive these 15 credits.

b. Advanced courses (10-15 credits)

The coursework should also comprise at least two doctoral courses, which can be taken at an (inter)national doctoral school.

Upon written request from the thesis supervisor(s) and after written approval from the CDD in Economics and Management, a doctoral candidate may exceptionally include graduate courses in his/her program.

c. Awarding credits

It should be noted that credits are never awarded based on certificates of attendance (or equivalent): a certificate of a successful evaluation is required.
Credits can be obtained for courses passed before the date of admission to the doctoral program, provided that they are related to the PhD project of the candidate. The CDD in Economics and Management archives the course grades in the file of the candidate and transmits copies to the candidate and the supervisor.

4.2. Other activities (30-35 credits)

The other activities reported in the grid provide in Appendix 7.2 are also rewarded with credits.

4.3. Annual evaluation

Each year before May 1st, each PhD student submits a progress report to the chairman of his/her Supervisory Panel, with a copy to the director of the CDD in Economics and Management and to the person in charge of the administration of the program). In this report, the PhD student details the activities he/she has undertaken within the scope of his/her research project, explaining how many of the 60 credits of the PhD program he/she has obtained, and reports on how the actual research has progressed in comparison to the previous year. For this, he/she must use a standard form, which is made available in electronic format by the CDD in Economics and Management. Handing in the progress report is compulsory (see complementary Regulations in Economics and Business).

On the basis of this annual evaluation report, the Supervisory Panel meets to evaluate the PhD student and to decide whether he/she has made enough progress to be allowed to continue his/her doctoral studies. Before 15th June, the chairman of the Supervisory Panel provides a short report containing the committee’s evaluation to the CDD in Economics and Management. For the doctoral committee report, a standard form is made available, in electronic format, by the CDD in Economics and Management.

In case of a negative evaluation by the Supervisory Panel, the CDD in Economics and Management interviews the candidate. The CDD in Economics and Management may advise the Dean to refuse further enrolment. The same advice will be given when the student does not hand in the progress report by the end of each academic year.

4.4. Derogations

Upon written request from the thesis supervisor(s) and approval by the Supervisory Panel, a doctoral candidate may modify the maximum or minimum number of credits that are assigned to different categories of activities specified in the sections 4.1- 4.3 of this vade mecum.

5. The doctoral dissertation
Below, we define the two editing formats that are accepted for doctoral dissertations at the Université Saint-Louis - Bruxelles, as well as the common requirements on a doctoral dissertation.

5.1. Thesis formats

The thesis dissertation must bring a genuine contribution to the development of knowledge in the field. It must, moreover, be the result of a thorough and original research conducted by the doctoral student. Its quality should be such that it deserves to be published consistently with academic standards. Traditionally, two thesis formats exist at the Université Saint-Louis - Bruxelles: the monograph and the article based thesis.

5.1.1. Monograph

A monograph consists in a coherent essay that discusses in-depth a specific topic. In a monograph, the doctoral student presents a hypothesis or a "thesis" and the results of his/her research to corroborate his/her hypothesis. The thesis begins with an introduction followed by the body text of the thesis or different sections and ends with a conclusion. It offers the space for discussing the literature, the problem setting, methodology and epistemology and, of course, the presentation and analysis of data and research results.

5.1.2. Collection of articles

An article-based thesis consists of a collection of scientific articles on a common research theme. It includes:
1. A general introduction to the topic of the thesis and explains how the articles relate to each other;
2. Minimum three scientific papers that are suitable for publication in a scientific journal;
3. The thesis must include the epistemological and methodological dimensions, inherent to any doctoral research. Extending the introduction and conclusion sections of the articles in order to improve the readability and unify the text might be needed. An alternative is to write a additional chapter to the articles (the “hat”);
4. A general conclusion which includes an overall summary, a discussion of the research, and a presentation of the results, in which the results of the various articles are integrated;
5. A certificate of the contribution of any co-author(s). This certificate will identify the exact contribution of the doctoral candidate for each article of the thesis, and therefore there will need to be as many certificates as there are articles in the thesis.

5.2. Common requirements

The following common requirements are set to ensure the quality of the doctoral research.

1. At least one article acceptable for publication in a journal ranked A, B or C in the ABC journals classification (or considered as equivalent by the jury);
2. Three [working] papers published in one of the Université Saint-Louis - Bruxelles working paper series (e.g. CEREC working paper series: http://centres.fusl.ac.be/CEREC/document/cahiers.html);
3. In the case of the article based thesis, all the unpublished articles must have been presented (or accepted) in a conference that is recognized in the research field;
4. The validation of the format and the publication requirements is the responsibility of the Jury;
5. The candidate specifies the language and the format of the thesis upon the admission step (and this has to be confirmed at the confirmation step);
6. All the jury members are able to understand the language in which the thesis is written.
6. References

6.1. Contacts

Université Saint-Louis Bruxelles administrative PhD program coordinator:

Florence Gosselain
Université Saint-Louis Bruxelles,
Boulevard du Jardin Botanique 43,
B-1000 Bruxelles
florence.gosselain@usaintlouis.be

6.2. Webpages

Université Saint-Louis Bruxelles doctoral regulation:
Site for the doctoral program in Economics and Management:
Interesting websites for PhD students in Economics and Management:
FRS-FNRS (research funding): http://www.frs-fnrs.be/
EIASM (EDEN program of courses in management): http://www.eiasm.org/
7. Appendices

7.1. Admission File
7.2. Credits
7.3. Progress report
7.4. Confirmation report
7.5. Proposal of the Jury Members and Organization of the Private Defence
Doctoral Program in Economics and Management

ADMISSION FILE

DOCTORAL CANDIDATE : « NAME »

«TITLE»
TABLE OF CONTENTS

1 page

Administrative part

1. Tentative title of project :

«Title »

2. Summary of project :

½ page

3. Proposed supervisor of research project :

- Name :
  Function :
  Institution : Université catholique de Louvain
  E-mail :

4. Doctoral student :

- Name
  Function :
  Institution :
  E-mail :

5. Proposed members of the supervisory panel :

- Name
  Function :
  Institution :
  E-mail :

- Name
  Function :
  Institution :
  E-mail :

6. Letter of Support of the Promotor
7. Updated CV
8. Proof of completion of Master’s degree in Economics or Management
9. Copy of ID card
10. Documentation showing proficiency in English
Scientific part

Objectives of project
Min ½ page

Specific Questions addressed
Min ¼ page

Innovative aspects of project
Min ¼ page

Relevance of topic for management research
Min ¼ page

State of the art
Min ½ page

Methodology
Min 1 page

References of scientific literature

Workplan
Min ½ page

* The lengths of the different sections are indicative
# Doctoral Training (min 60 ECTS)

## A.1. Courses & seminars (max 30 ECTS)

<table>
<thead>
<tr>
<th>Academic Year</th>
<th>Course name</th>
<th>Teacher</th>
<th>Note/failed or passed</th>
<th>ECTS obtained</th>
<th>Min</th>
<th>Max</th>
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<td><strong>A.1.1. Compulsory Courses</strong></td>
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<td><strong>A.1.2. Advanced Courses</strong></td>
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<td>Min 8 ECTS</td>
<td>Max 11 ECTS</td>
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<td>A.1.2.1. Doctoral courses with individual and formal valuation (# ECTS accordingly to each course)</td>
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<td>A.1.2.2 Summer Winter doctoral schools with individual and formal valuation (# ECTS accordingly to each school)</td>
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### A.1.3. Seminars

<table>
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<tr>
<th>Academic Year</th>
<th>Course name</th>
<th>Teacher</th>
<th>Note/passed or failed</th>
<th>ECTS obtained</th>
<th>Min 0 ECTS</th>
<th>Max 6 ECTS</th>
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<tr>
<td>A.1.3.1 Reading seminars (texts and articles referring to the research project theme/discipline (2 ECTS per year) - A.1.3.2 Series of seminars (min. 20 of 1h each): presentation - min 80% attendance) - (2 ECTS per year)</td>
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### A.2. Communication (min 13 ECTS & max 25 ECTS)

<table>
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<tr>
<th>Academic Year</th>
<th>Article's title &amp; reference</th>
<th>ECTS obtained</th>
<th>Min</th>
<th>Max</th>
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<tbody>
<tr>
<td>A.2.1.1. Author single), journal ranked 2 or 3 (6 ECTS)</td>
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<td>n/a</td>
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<td>A.2.1.2. Co-author, journal</td>
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<td>A.2.1.3. Author single, journal ranked 1 (4 ECTS)</td>
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<td>A.2.1.4. Co-author, journal ranked 1 (3 ECTS)</td>
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<td>A.2.1.5 Book chapter with a peer review comity (2 ECTS)</td>
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<td>A.2.1.6 Working paper Series agreed by the CDD (2 ECTS)</td>
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**Total ECTS** 0

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<tr>
<th>A.2.2 Conferences, Seminars, Colloquium and Workshops</th>
<th>Academic Year</th>
<th>Article's title &amp; reference</th>
<th>ECTS obtained</th>
<th>Min</th>
<th>Max</th>
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<tr>
<td>A.2.2.1 Selected paper for an International conference or workshop (3 ECTS)</td>
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<td>A.2.2.3 Selected poster for a conference or workshop (1 ECTS)</td>
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<table>
<thead>
<tr>
<th>A.2.3. Lectures and Invited Visits</th>
<th>Academic Year</th>
<th>Name of event, location, presentation’s title…</th>
<th>ECTS obtained</th>
<th>Min</th>
<th>Max</th>
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<tbody>
<tr>
<td>A.2.3.1. Invited speaker at an international seminar in a recognised (by CDD) institution (3 ECTS)</td>
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<td>A.2.3.2. Invited visit at foreign university (min. 3)</td>
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<tr>
<td>A.2.4. Scientific Events</td>
<td>Academic Year</td>
<td>Name of event, location, presentation's title…</td>
<td>Min</td>
<td>Max</td>
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<td>A.2.4.1 Doctoral Forum or workshop with an individual presentation organised by the doctoral School (1 ECTS)</td>
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<td>A.2.4.2. Open Research Seminars: min.10hours/year, no individual evaluation, min. 80% attendance (2 ECTS)</td>
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**Total ECTS** 0

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<thead>
<tr>
<th>A.3. Service</th>
<th>Academic Year</th>
<th>Description</th>
<th>ECTS obtained</th>
<th>Min</th>
<th>Max</th>
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**A.3. Service**
<table>
<thead>
<tr>
<th>A.3.1. Teaching Assistance: min 60h and a minimum of two courses (3 ECTS)</th>
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<tr>
<td>A.3.3. International Cooperation: stay and min 10 h of teaching in a developing country (3 ECTS)</td>
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<tr>
<td>A.3.4. Refereeing a &quot;A,B,C type&quot; journal, straight invitation by Editor only and by report (2 ECTS)</td>
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<td>A.3.5. Participation at Mathèse en 180 secondes (2 ECTS)</td>
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<td>A.3.6. 11. Organisation of research activities for other Ph.D. students at USL-B methodology seminars, doctoral workshop, etc.) to be validated by the CDD (1ECTS per year)</td>
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<td>A.4. Confirmation Step (5 ECTS)</td>
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</table>
This progress report should be submitted by each PhD student before 1 May to the chair of his or her supervisory panel, with a copy to the CDD in Economics and Management (Florence.gosselain@usaintlouis.be).

Note: The supervisory panel is asked to invite the PhD student for an interview with discussions, before evaluating this progress report.

IDENTIFICATION

Study Area: [ ] Economics
 [ ] Management

Domain:

Name and surname of the PhD student:

E-mail:

Names of the members of the supervisory panel:
1. Chair:
2. Supervisor:
3. Second Supervisor:
   Or third member:
4. External member:

Enrolled as a PhD student in Economics and Management since the academic year:

Title or brief description of the doctoral research project:

Signature:

Date of submission of the progress report:
RESEARCH PROGRESS

Provide a brief description of the state of progress regarding your doctoral research project. Avoid a repetition of the completed activities in the taught PhD program; restrict yourself to the actual scientific research (defining your subject, applied methodology, results obtained, (inter)national cooperation, possibly references to the literature consulted etc.).

Summary of the research work successfully completed since your enrolment as a PhD student (1 page at most)

Contribution, progress during the present academic year (½ page at most)

Plan for the next academic year (½ page at most)

Further comments
Doctoral Program in Economics and Management

CONFIRMATION

DOCTORAL CANDIDATE : « NAME »
TABLE OF CONTENTS

1. Date, time and place of the confirmation

2. Report of the PhD student (to join in appendix)

3. Report of the supervisory panel (to fill in below)

4. Updated table of the doctoral training activities
PhD Student’s name:
The supervisory panel members composed by:

The supervisory panel met on , and have attended the oral presentation.

After presentation and discussion, the supervisory panel:
- considers the success of the confirmation.
- considers the failure of the confirmation and ask the candidate to retry the confirmation on ......
- refuses the continuation of the doctoral project.
Summary and conclusion from the supervisory panel:

ECTS obtained: ____________________
These comments above have been notified to the PhD candidate.

Supervisory panel signatures:
Doctoral Program in Economics and Management

PRIVATE DEFENSE - ORGANIZATION OF THE EVENT & JURY PROPOSAL

DOCTORAL CANDIDATE : « NAME »

« TITLE»
1. Date, time and place of the planned event

2. Jury proposal*

Promotor(s):

Prof. ... 

University of ...

Other Jury members:

Prof. ... 

University of ...

The Chairman of the Jury is ...

The Secretary of the Jury is ...

*please provide information about the affiliation (University of ..., Country)
3. Doctoral training completed (min. 60 ECTS – max. 90 ECTS) (please add the updated table)