



Commission Doctorale de Domaine
« Sciences économiques et de gestion »
Bureau « Economie »

PhD in Economics

VADE MECUM

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This document is intended as a reference to the procedures to be followed for the PhD in Economics (*Doctorat en sciences économiques et de gestion, discipline économie*) at the Louvain Academy. Although efforts are being made to standardise them, the detailed procedures may vary in the different institutions which form part of the Academy.

Since September 2005, the doctoral programme in Economics at the Louvain Academy has been run by the Economics and Management Doctoral Committee (*CDD*), and more specifically by its Economics bureau.

Composition of the *CDD* (Economics bureau)

President: Hylke Vandenbussche (UCL)

Acting president (2d semester 2010-2011): Jean-Philippe Platteau

Members: Xavier Wauthy (FUSL), Jean-Philippe Platteau (FUNDP), Marcel Gérard (FUCAM), Marie-Hélène Chassagne (UCL), and Pierre Pecher (student representative)

Programme secretaries



Commission Doctorale de Domaine
« Sciences économiques et de gestion »
Bureau « Economie »

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1. Doctoral programme

The doctoral programme has five stages, as described below.

1.1. Pre-admission

Pre-admission is an optional stage of the doctoral programme. It enables students to carry out administrative formalities which might require prior registration on a doctoral programme. This might, for example, involve the award of a tax-exempt doctoral grant or obtaining a foreign-student resident's permit. Pre-admission makes it possible for the university to provide an official registration document, even though the precise subject or supervisory panel may not yet have been fully defined. It also enables the candidate to fulfil all the conditions necessary for his/her admission to the doctorate.

Pre-admission is valid for a maximum of 12 months. It must be justified with a set of objectives the student has to reach before the end of the pre-admission period. Unless the *CDD* rules otherwise, students receiving a grant from FNRS or FRRIA and, more generally, students engaged on well-defined research projects are not eligible for a pre-admission stage.

Pre-admission is open to any student who:

- meets the conditions for access to post-graduate studies laid down in Articles 55, 56 and 182 of the 31 March 2004 decree;
- has identified a suitable supervisor within the personnel of the university where he/she is applying for pre-admission; in agreeing to take on this role, the member of staff commits him/herself to following the candidate's application procedure and where possible, facilitating it;

- meets the special conditions laid down by the Domain Doctoral Commission(s), into whose domain the proposal falls.

The particular conditions for pre-admission to the PhD in Economics are:

- sufficient knowledge of English;
- a Distinction (cum laude) in a Master's degree in Economics (or any other degree that is considered equivalent) worth 120 ECTS (European Credit Transfer System) credits.

1.2. Admission

a). Admission to the PhD and the doctoral training programme

The admission procedure is managed by the *CDD* according to their timetable. The student must submit an application file to the competent *CDD*, containing a proposed doctoral training programme which has been prepared in conjunctions with his/her supervisor and supervisory panel. The *CDD* then decides whether to admit the student, and informs him/her of its decision.

To be admitted onto a doctoral programme, the candidate must

- meet the conditions for access to doctoral studies as defined in particular by Articles 55, 56 and 182 of the 31 March 2004 decree, or have been pre-admitted to a doctoral programme in one of the Academy's member institutions during the preceding 12 months;
- have identified a member of staff at one of the Academy's member institutions who is entitled to direct a doctorate, and who has agreed to supervise the thesis

- and be involved in the work relating to its preparation; if the research subject justifies it, the student can have several supervisors, at least one of whom must be a member of staff at one of the Academy's institutions;
- have written a research proposal likely to lead to a doctoral thesis: this proposal has to include a provisional title, a statement of the objectives of the project (including its innovative aspects in relation to the state of art), a work plan and a summary of the human, material and financial resources required;
 - have had this research proposal approved by his/her supervisor(s);
 - have proposed to the Domain Doctoral Commission, in agreement with his/her supervisor, a supervisory panel;
 - have proposed to the Domain Doctoral Commission, in agreement with the prospective members of the supervisory panel, a proposal for a doctoral training programme, worth 60 credits, which is appropriate for the applicant's academic profile and the proposed research project;
 - meet the special conditions laid down by the Doctoral Committee(s) with responsibility for the applicant's chosen field of research.

The particular conditions for admission to the PhD in Economics are:

- sufficient knowledge of English;
- a Distinction (cum laude) in an approved Master's degree with a research focus in Economics (or any other degree considered equivalent) worth 120 ECTS credits; or have obtained a Distinction (cum laude) in an additional training course or supplementary year with at least 30 credits in research methods (*finalité*)

approfondie) (such a course may have been undertaken during the pre-admission period, if agreed by the *CDD*).

The *CDD* is responsible for evaluating the equivalence of foreign Master's degrees with a Belgian Master's degree with a research focus in Economics worth 120 ECTS credits (*Master 120 en sciences économiques orientation générale à finalité approfondie*). There are two main criteria. First the presence of advanced macroeconomics, microeconomics and econometrics courses in the curriculum; second, the quality of the university.

The prospective doctoral student must complete an application file which contains:

- the name of his/her supervisor (or more than one if required by the subject);
- a research project with a provisional title approved by the supervisor(s);
- the names of the members of the supervisory panel (i.e. the supervisor(s) and at least two other academics, including an external member approved by the supervisor);
- a doctoral programme of 60 ECTS-credits (see http://www.uclouvain.be/cps/ucl/doc/econ/documents/Feuille_prog.60ECTS.pdf), which should be selected in conjunction with the supervisory panel and provided to the secretariat of the *CDD*;

Once the file has been accepted by the Commission, the student must pay the necessary tuition fee before being registered as a PhD student. He/she then enters the confirmation stage, during which the student must:

- write a thesis project;
- present his/her work during the doctoral seminar organised twice a year by the doctoral school.

b) Admission to the doctoral training programme alone

The admission procedure is managed by the *CDD* which approves the content of the doctoral training programme. A tutor (not a supervisor) is assigned to the student by the *CDD*. The student must acquire 60 ECTS credits within a period of 12 to 24 months.

c) Admission to the supplementary year

The admission procedure is managed by the *CDD* which defines the content. The number of credits to be acquired may vary from 16 to 60. This is a third-cycle programme which uses courses offered in the first- and second-cycle programmes.

An alternative to this *à la carte* programme is to register directly in the second year of the Master's degree in Economics with a research focus, worth 120 ECTS credits. This has two advantages as the student will receive a Master's degree upon completion of the programme, and it is financed by the Belgian French Speaking Community (*CFB*).

1.3. Confirmation

The confirmation takes place 12 to 24 months after admission to the PhD programme (up to a maximum of 36 months for students doing their PhD on a part-time basis). The *CDD* will evaluate whether or not progress is satisfactory. An intermediate evaluation of the doctoral training programme will thus take place, in order to plan for the continuation of the PhD. The process is as follows:

1. The student provides the *CDD* secretariat with his/her thesis project (a written report, an article which he/she

- has written, or any other piece of written evidence which shows how the research is progressing).
2. The *CDD* secretariat transmits the thesis project to the supervisor(s) and supervisory panel, and asks them to report to the next meeting of the *CDD*.
 3. The supervisor(s) suggest a panel of examiners (a ‘jury’) to the *CDD*. The jury must be composed of the supervisor(s) and at least three other members, at least one of whom must be external to the Academy and chosen because of their expertise in the field of the thesis.
 4. If the report from the supervisor(s) and supervisory panel is positive, the PhD student enters the thesis stage.

1.4. Private defence

When the supervisory panel considers that the student’s research work and doctoral training programme have been satisfactorily completed, the *CDD* approves the proposed jury and transmits this to the Rector of the appropriate institution in order to proceed with a private, oral examination (defence) of the thesis. The procedure for this is:

1. The PhD student provides proof of payment of tuition fees to the *CDD* secretariat who will make sure the jury is accepted by the Rector of the relevant institution.
2. The PhD student sets a date for the private defence with the jury, and provides each member of the jury with a printed copy of his or her thesis at the latest one month in advance. Jury members may refuse to participate in the private defence should the PhS student fail to meet the required deadlines.
3. The *CDD* secretariat sends an official invitation to the jury members confirming the date of the private defence.

4. The student provides the *CDD* secretariat with an electronic copy of the thesis at least a month prior to the defence.
5. The entire jury must be present for the private defence.
6. After the defence, the supervisor provides the *CDD* with a report on the result.
7. The date and time of the public defence are communicated to the *CDD*.

1.5. Public defence

At least two weeks before the public defence, PhD candidates must provide each member of their jury and the CDD with a printed copy of their thesis. Candidates must also provide an electronic copy to the electronic thesis services at their institution.

1. The PhD student must provide the *CDD* secretariat with the date and time of his/her defence, as agreed with the jury, at least a month in advance, so that the official announcement can be published and a Chairperson for the jury selected.
2. The PhD candidate must publish the entire thesis in the electronic thesis library. At UCL, the student may refer to the website: <http://dial.academielouvain.be:8080/vital/access/manager/Legal#depotheses> (in French) (see Attachment I).
3. The candidate must also publish his/her thesis in print form (see Attachment II). At UCL this can be done through *Presses Universitaires de Louvain*.
4. At least 10 days before the public defence, two one-page abstracts (see Attachment III), one in French and one in English, must be sent to the *CDD* secretariat so that they can be attached to the announcement.
5. At the latest 2 weeks prior to the public defence, the PhD candidate must provide each member of the jury

with a printed copy of his/her thesis, and must send two copies to the *CDD* secretariat. Jury members may refuse to participate in the private defence should the PhD student fail to meet the required deadlines

6. 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 the Chairperson of the jury a written report before the sitting, containing his/her reasoned opinion on the value of the thesis, and a list of the questions that he/she wants ask to the candidate.
7. During the public defence, the student may spend a maximum of 30 minutes presenting his/her thesis, after which the jury and the public will be permitted to ask questions. It is the student's responsibility to provide any audio-visual materials needed for the presentation (digital or slide projector). At UCL, a digital projector (beamer) may be reserved with the IT department.
8. After the defence, the PhD candidate at UCL must provide one copy of the thesis to the ESPO secretary (Fabienne Fitch, 4 Place Montesquieu), and another to the ESPO library (Juliane Massaux, Office 1).
9. At UCL, the candidate may request a grant from the university for the publication of the thesis (see Attachment IV).
10. At UCL, any member of staff (temporary or permanent assistantship) who publicly defends a thesis and obtains a doctoral degree after 1 September 1992 may claim a PhD grant of €500 (see Attachment V).

1.6. European Doctorate label

Institutions of the Academy may grant the European Doctorate label when the thesis meets the following 3 conditions:

- A minimum of 2 members of the jury belong to EU higher education institutions other than the country where the thesis is defended. The private defence meeting minutes holds report authorising the public defence
- The PhD student must orally defend his/her thesis partly in a language other than French
- In order to prepare his/her thesis, the PhD student must have accomplished a research stay of at least 4 months in another EU country.

The PhD student must request the European Doctoral label to the CDD after the private defence.

The CDD must receive

- an official certificate from the host research institution
- a copy of the private defence meeting minutes

The public defence meeting minutes will specify that the oral defence took partly place in a language other than French and will state the language used.

2. Registration

2.1. General information

Registration for a PhD must take place in the institution of the student's main supervisor.

a) Pre-admission registration

The doctoral regulations of the Louvain Academy allow registration before admission to the PhD. The student must register with an institution and pay the enrolment fee (*rôle*), after which he or she will be able to benefit from the same rights and facilities as a student registered for the PhD or the doctoral training programme (insurance, student card, access to the libraries, etc.).

b) Registration for the PhD and the doctoral training programme

Registration for the PhD and the doctoral training program is done with an institution (not a doctoral school). The first registration can be made at any time during the academic year. In the following years the doctoral student must re-enrol prior to December 1st each year. In the first year the student must register with an institution and pay the tuition fees, but in subsequent years only the enrolment fees have to be paid.

c) Registration for the doctoral training programme alone

The student must register with an institution and pay the tuition fees.

d) Registration for a supplementary year

The student must register with an institution and pay the tuition fees. Registration must be made before December 1st of the year in question.

2.2. Institution-specific procedures

a) Registration in Namur - FUNDP

For information about the PhD programmes in the Faculty of Economics and Management please contact P. Noël who will help you with the procedure or provide any other information. Information is also available at http://www.fundp.ac.be/etudes/cursus/page_view/dseg/ (in French).

The first step is to register on-line at <http://webapps.fundp.ac.be/doctorat/login.php> and send the registration form to Nathalie Bataille at the registration office. She will validate it. Please do not print the form and send it to the academic department before this validation is obtained, as it will not be considered.

b) Registration at UCL

Prospective PhD students must complete the admission form available at http://www.uclouvain.be/cps/ucl/doc/etudiantinternational/documents/admission_form_09-10.pdf. Students who are admitted to the PhD program must present themselves at the registration office with the authorisation for registration letter they have received.

3. Doctoral training programme

It is not possible to arrange a fixed doctoral training programme at the time of admission. The content of the programme changes all the time, depending on the activities offered by the Graduate School. The *CDD*, together with the candidate's supervisory panel, will approve the initial proposition and the modifications to the content. In considering the programme, the *CDD* will take the personal and professional expertise of the student, acquired since attaining the Master's degree, into account.

The form for indicating original choices is available at http://www.uclouvain.be/cps/ucl/doc/econ/documents/Feuille_prog.60ECTS.pdf

The criteria for gaining the 60 ECTS credits for doctoral training are:

1. Teaching activities count for 3 credits for at least 60 teaching hours on a minimum of two different courses.
2. The achievement of the confirmation stage is worth 5 credits.
3. The private defence and the public defence are considered as research activities and so do not count for credit in the doctoral training programme.
4. The training program must include at least four courses, each worth 8 credits, not including summer school courses.
5. A minimum of three courses must be taken in the Graduate School in Economics or in Graduate Schools outside the Belgian French Community that are recognised as equivalent. If a PhD student has already taken some courses in the Graduate School in Economics (for example within the Master's degree in

Econometrics), these can be replaced by other activities as described below.

6. A maximum of two courses from the Master's degree in Economics with a research focus can be credited, provided they have not already been taken. Such courses count for 8 credits each if they are 30 hour courses.
7. Attendance at seminars can count for a maximum of 8 credits if the doctoral student attends 20 presentations of at least 1 hour each of research papers that will be submitted to a scientific publication. Thematic workshops where articles are presented can be included: a workshop of half a day counts as a seminar. However attendance at a conference of a general nature does not count for credit.
8. In order to validate the credits the student must keep a list of the seminars he/she has attended. The list must be approved by the supervisor and transmitted to the *CDD*.
9. Participation at a summer school will count for 8 credits if it lasts at least a week and the participant is evaluated before or at the end of the summer school. A maximum of two summer school courses can be credited.
10. A presentation by the doctoral student at a recognised international academic conference is worth 8 credits. The conference must be one where the presentations are selected by an academic committee.
11. A presentation by the doctoral student of a paper at a research seminar outside the Louvain Academy is awarded 5 credits.
12. The first presentation of a paper at the doctoral workshop of the Academy is included in the 5 ECTS credits of the confirmation stage, and does not attract any additional credits.

13. A development cooperation activity is awarded 3 credits for a minimum of 10 hours of courses, workshops and seminars.
14. A research stay of a minimum of three months at a foreign university or research institution is worth 8 credits, provided a certificate of attendance is delivered by the student's academic supervisor at that institution.
15. The *CDD* can, in exceptional cases and for a maximum of 8 credits, decide to apply different rules. In particular, Rule 5 can be adapted for multidisciplinary thesis. The *CDD* must, however, satisfy itself that the doctoral studies are primarily in economics.

4. Routine management

Routine management of the doctoral training programme is the exclusive responsibility of the *CDD*. In the specific case of a supplementary year, the routine management is the joint responsibility of the *CDD* and the local body responsible for managing Master's students.

5. Evaluation of the doctoral training programme

The rules of the Louvain Academy specify that it is the thesis jury which has to validate the acquisition of the 180 credits necessary for graduation. The *CDD* will provide the jury with a document or tool that will enable it to confirm that the credits have been obtained. The *CDD* will check regularly that the acquisition of credits is proceeding satisfactorily, according to the rules set out above. At the minimum, a first check must take place at the end of the confirmation period.

6. Exam board procedures

6.1. Jury designation

The members of the panel of examiners (jury) are appointed by the Rector of the appropriate institution on the basis of a proposal initiated by the supervisory panel and validated by the *CDD*. The jury must be composed of the supervisor(s) and at least three other academics, one of whom must be external to the Louvain Academy.

The designation of the jury is conditional upon verification that the candidate's registration and tuition payment are all up to date.

6.2. Exam board and private defence

All jury members must be present at the private defence unless prevented by *force majeure*. This single exception is accompanied by the obligation for the absent member to provide, a reasoned opinion about the thesis and a list of questions that he/she wishes to ask the candidate.

The jury will give the candidate immediate feedback on the results of its deliberation and will subsequently provide this to the *CDD*. If the thesis is accepted, it will also set the date and time for the public defence. If the thesis is not accepted, the jury will set a new deadline for a new private defence.

6.3. Exam board and public defence deliberation

Two thirds of the members of the jury must attend the public defence. The public defence consists of a presentation by the candidate of the results of the research which has led to the thesis. This presentation is followed by a discussion between the candidate, the jury, and members of the public.

Immediately after the public defence, the jury withdraws to decide on the outcome of the doctoral programme and to certify that the candidate has obtained the minimum 180 credits required for the academic title of doctor to be granted. The jury also validates the candidate's doctoral training programme (60 credits plus the credits for any additional training) on the basis of the evaluations undertaken by the *CDD*.

6.4. Exam board and the Supplementary year

The decision of the examiners for the supplementary year is transmitted to the local administrators responsible for managing the Master's programme for the certificate to be issued.

7. Diploma and certificates

7.1. General procedures

The PhD diploma and the PhD diploma supplement are issued by one (or more) institutions. The diploma is signed by the Chairperson and the Secretary of the panel of examiners (the jury). The diploma supplement is signed by the Secretary of the jury. The main supervisor takes on the role of Secretary of the jury. The documents are issued, and delivered to the student, by the institution at which he or she is registered.

7.2. Institution-specific procedures

a) FUNDP

The Secretary of the jury must write a report on the defence, which must be signed by the Chairperson and the Secretary. After the public defence, the dean must sign a document stating that the candidate has successfully defended his/her thesis. The document is prepared by the person in charge (P. Noël).

8. Financing possibilities

Funding possibilities are not centralised; each supervisor is individually responsible for his or her own research funds. Prospective students should thus contact their potential supervisors individually. For further information about financing possibilities see:

UCL and ADRE: The *Financement de la recherche* brochure
<http://www.uclouvain.be/recherche-financement.html>

ADRE and FUNDP: The *Projets et financements* unit,
<http://www.fundp.ac.be/recherche>

FUCAM: <http://www.fucam.ac.be>

FUSL: <http://www.fusl.ac.be>

8.1. Grants from the FNRS

Grants are available for two, or possibly, three years, to enable the preparation and presentation of a doctoral thesis. Further details are available at <http://www2.frs-fnrs.be/3-financement/1-carriere.html#mdd> (in French). The deadline for applications is February 1st each year, but note that the application must be submitted via the local institutional administration, which may have an earlier deadline. In particular, FUNDP and UCL both have deadlines of December 1st.

8.2. FRIA scholarships

FRIA scholarships are available for a doctoral thesis in the area of industrial or agricultural research (see <http://www2.frs-fnrs.be/3-financement/1-carriere.html#mdd>, in French). Applications for a first scholarship must be submitted between September 1st and 15th, and for a second scholarship between September 1st and 5th.

8.3. Teaching assistantships

Information on teaching assistantships at UCL may be obtained from <http://www.uclouvain.be/11617.html> and at FUNDP from <http://www.fundp.ac.be/recherche/services/financement/financement-fundp> (both in French). The deadlines for applications are February 1st at FUNDP and May 31st at UCL.

8.4 CERUNA scholarships

Information on FUNDP CERUNA scholarships may be obtained from <http://www.fundp.ac.be/facultes/sciences/esa/uar/bourses-doctorat-master-complementaire>

8.5. DGCD scholarships

Nationals of developing countries which are partners with Belgium may be eligible for a scholarship from DGCD. See http://www.dgCDD.be/fr/dgcd/bourses_etude/docs_bourses/bourses_1_1.html (in French) for details. The countries involved in the partnership are listed at http://www.dgCDD.be/fr/dgcd/bourses_etude/docs_bourses/bourses_4.html. The deadline for applications is February 1st.

8.6. Other financing possibilities

- *Pôles d'Attraction Interuniversitaires* (PAI):
<http://www.fundp.ac.be/recherche/services/financement/belspo/pai>
- *Action de Recherche Concertées* (ARC):
<http://www.fundp.ac.be/recherche/services/financement/ARC-FSR/ARC>
- Marie-Curie Scholarships: Research Training Network and Early Stage Training:
<http://www.fundp.ac.be/recherche/services/financement/UE/PCRD6/mariecurie>
<http://www.uclouvain.be/en-58079.html>

- EU 7th research programme:
<http://www.fundp.ac.be/recherche/services/financement/UE/fp7/>
<http://www.uclouvain.be/recherche-pcrd7.html>
- Wallonia programmes: WINNOMAT (materials), WIST (information technology), Waleo (health):
<http://www.fundp.ac.be/recherche/services/financement/RegionWallonne/RW-DGTRE/ProgrammesMobilisateurs/>
<http://www.uclouvain.be/204121.html>
<http://www.uclouvain.be/204109.html>
- *Fonds Spécial de Recherche* (FSR) projects:
<http://www.fundp.ac.be/recherche/services/financement/ARC-FSR/index.html>

All these websites are in French. More general information, in English, may be obtained from <http://www.uclouvain.be/en-3889.html>

9. Co-tuition at different universities

The rules of the PhD are applicable in cases of joint supervision (co-tuition) at two different universities (*cotutelle*).

9.1. When are co-tuition agreements made?

If one of the supervisors of the thesis is external to the Academy (at a Belgian or a foreign institution), but a significant portion of the research (at least 12 months) is done within the Academy.

9.2. Procedure

A model co-tuition agreement is available at <http://www.uclouvain.be/167863.html> (in French and English). A model agreement from the partner institution may also be used, provided it contains the same information as this one. Such an agreement must be approved by the *CDD* before signature by the authorities of the partner institutions. After written confirmation by the *CDD*, the agreement and its annexes may be presented for signature.

The student must have been admitted to the PhD, and have registered with the student office of the institution of the Academy before submitting the co-tuition agreement for approval.

In order for the co-tuition agreement to be accepted by the *CDD*, the agreement and its annexes must contain, in addition to the information in the model provided by the Academy, the following details and provisions:

- The supervisory panel must be composed of the supervisors and at least one other member of the academic staff of the Academy.

- The duration of the thesis and the schedule of research at the two institutions must be specified.
- There must be a confirmation procedure.
- The jury must include at least one member of the academic staff of the Academy in addition to the supervisor.
- Either the private or the public defence must be held within the Academy. If only the private defence is organised within the Academy, the doctoral student must also present his or her research at a seminar at the Academy.

10. The EDP and specific doctorate programmes

The European Doctoral Program in Quantitative Economics (EDP), is a program of doctoral studies in economics organised jointly by:

- Université catholique de Louvain (Belgium)
<http://www.edp-site.net/ucl.htm>,
- Ecole des Hautes Etudes en Sciences Sociales, Paris (France),
- Rheinische Friedrich-Wilhelms-Universität Bonn (Germany),
- European University Institute, Florence (Italy)
<http://www.edp-site.net/florence.htm>,
- Universitat Pompeu Fabra, Barcelona (Spain),
- London School of Economics (United Kingdom),

with Tel Aviv University (Israel) as an exchange partner.

The EDP is organised within the framework of the existing degree requirements of these institutions. Its aim is to promote the exchange of doctoral students among the participating universities so that their research training will benefit from their specific strengths in various areas of quantitative economics.

Each institution offers courses for two years (the preliminary and the advanced year), and research supervision. Doctoral students participating in the programme must take their two years of course work and do the research for their dissertation in the institutions of the EDP network. They are required to spend one year in an EDP institution other than the one where their dissertation will be presented.

The EDP focuses on economic theory, mathematical economics, decision and game theory, econometric theory and methodology, empirical econometrics and applied mathematical economics through the coordinated curriculum based on the activities at Barcelona, Bonn, Florence, London, Louvain, Paris and Tel-Aviv. It creates the opportunity for students to specialise in almost any major area of quantitative economics, and, at the same time, it allows students to integrate different aspects of economics. The EDP also offers unique access to the traditions and current research programmes of these seven institutions.

For more information, please contact Micheline Delize (edp-core@uclouvain.be)

Attachment I: Electronic publication of the thesis

The *CDD* is the managing entity for the PhD for all students whose thesis project was accepted during or since the 2005/6 academic year. For students who were admitted before this date, and who will defend their thesis by the end of the 2011/12 academic year, the former procedures in each institution are still valid.

General presentation of the project

Since 2003 the BICTEL/e project (now called DIAL) has allowed students from the four institutions that comprise the Louvain Academy to upload the full text of their thesis and thus to make it accessible to the scientific community. The new doctoral rules approved by the Council of the Academy on 9th May 2005 and later by the various academic councils, made this procedure compulsory for all students admitted to the PhD degree after 15th September 2005.

Each PhD student who is to defend his or her thesis must fill in a web form giving bibliographic data about the thesis: author, title, department, members of the jury, summary, key words. The summary and key words must be given in both French and English. Students are also required to attach the full-text, as one or more .pdf files. The thesis will then be referenced in the BICTEL/e directory (an inter-university project of the Belgian French Community aiming to disseminate the results of thesis, papers, working paper, lectures etc. in electronic form), in the NDLTD network (Networked Digital Library of Theses and Dissertations), which includes the full text of doctoral theses from more than 160 institutions in America, Asia and Europe, and in the European Electronic thesis database, DART.

This approach is part of a global movement towards open access to research results. The advantages of registering a thesis include greater visibility, promotion of the research, speed in spreading the results across the world, and the possibility of adding multimedia elements.

Although there is no problem about referencing theses which are published electronically, this form of publication does bring the issue of copyright to the fore. These problems, mainly concerning theses which contain articles that have already been published in books or journals, can be dealt with by the Research Administration (ADRE). If necessary, access to the full text can be restricted by limiting it to the intranet, for a certain period of time, or blocking access to certain chapters (e.g. if some parts are confidential to a particular company).

PhD Administrators

PhD Administrators have a big part to play in this project. Indeed, their role in making information available to doctoral students, their departments, and the administration of the university in which the student is enrolled, is essential. The following paragraphs explain the steps the PhD Administrators have to take.

1. At least six weeks before the public defence of the thesis, the PhD Administrators must inform the PhD student of the electronic thesis project. For this purpose, it has at its disposal both the present document and the information provided (in French) on the <http://dial.academielouvain.be> website. It is suggested that the student visit this site. The registration of the full text is now compulsory. Only the full text of the thesis will be registered in the BICTEL/e directory and the NDLTD network and thus made available internationally. The PhD Administrators will invite the

PhD student and his or her supervisor to sign a contract allowing the electronic thesis to be disseminated by the university and to choose the type of access: Internet; limited to the intranet of the university; mixed access (the thesis is divided into several files, a different type of access being granted to each file); limited for a certain period of time; forbidden.

2. A month before the public defence, the PhD Administrator requests a login for the PhD student: informs (by email) the BICTEL/e manager of the university at which the student is enrolled that the thesis defence is approaching, and gives him/her the necessary information (name of the PhD student, email address, thesis title, school and/or research centre, supervisor(s), composition of the jury, date of the defence etc.). The publication contract, signed by the PhD student and the supervisor(s), is sent to the manager of the Research Administration of the university in which the student enrolled. The manager checks the rules relating to intellectual property and the rules relating to the ownership of the research results. Once the PhD student has received a login from the BICTEL/e manager, the thesis can be uploaded to the system. This has to be done prior to the public defence of the thesis. If this task has not been completed a week before the defence, the database manager must remind the PhD student and the PhD Administrator and that it is compulsory
3. After the public defence of the thesis and its approval by the Chairperson of the jury, the PhD Administrator informs the BICTEL/e manager that the thesis has been accepted. The BICTEL/e manager validates the thesis in the system and blocks the PhD student from making any further changes to it. Simultaneously, the thesis is made public in the system, according to the chosen

restrictions on publication. The Department of Electronic Thesis Management sends the PhD Administrator the Internet address (URL) of the record containing the thesis. The PhD Administrator prints this and attaches it to the diploma, for signature by the Rector of the university at which the PhD student is enrolled.

Procedure approved by the members of the *Commission Doctorale de l'Académie Louvain* (CODAL) during their meeting on 18th February 2008

A.I.1. At UCL

Steps to be undertaken by the PhD student

The student must sign a contract allowing UCL to publish an electronic version of the thesis via its institutional directory.

Any copyright questions, especially concerning theses which include published articles, should be clarified with the Research Administration (ADRE). For confidentiality reasons, it is also possible to limit the availability of the entire thesis, by limiting access to the intranet only, by restricting publication for a certain period of time, by limiting access to certain chapters etc.

The login and password requested by the secretariat will be sent to the student by the SCEB. This is needed to enter the thesis information and attach the entire electronic version of the thesis if necessary (one or more PDF files). After the

defence, no more changes will be possible, and the thesis will appear according to the chosen options.

The thesis will be referenced in the BICTEL/e collection of the Belgian French Community as well as in the NDLTD international network. To enable this to happen, the PhD student must sign a UCL publication license agreement (Attachment VII or http://edoc.bib.ucl.ac.be:81/ETD-db/help/contrat_diffusion.pdf) covering the electronic version of the thesis.

Attachment II: Paper thesis publication

1. At UCL

To publish a thesis in the Faculty collection edited by *Presses Universitaires de Louvain* (PUL), the PhD student should refer to <http://www.uclouvain.be/2630.html> (in French). New arrangements offer candidates wider distribution. Each thesis will receive a collection number and eventually an ISBN number which will facilitate its identification and accessibility.

The PhD student must

1. Send the name of the author, the title of the thesis, and the date of the public defence to Mrs Fabienne Fitch (ESPO secretary, 4, Place Montesquieu, fabienne.fitch@uclouvain.be) who will then allocate a publication number.
2. Arrange the printing and the cover with CIACO. The full text must be submitted 30 days prior to the defence. Contact Mr Geoffroy Wolters (printshop@ciaco.com) for commercial matters and Mr Vincent Lorge (printshop@ciaco.com, tel: 010/475535) for technical queries.

The cover page is standard for all students. On the back cover page please remember to mention the *Department des Sciences Economiques* and, if necessary, the research centre where the research was carried out (IRES, CORE, etc.).

The first page of the thesis (the frontispiece) should follow the model in Attachment VI.

Do not forget to thank all members of the examining panel (jury).

Attachment III: Abstracts

« [Title] »

Thèse de doctorat défendue par [Name],
le [date].

JURY

(Co-)Promoteurs :

Autres Membres :

RESUME

[Insert text]

[Title]

Doctoral dissertation presented by [Name]

[Date]

EXAMINERS:

(Co-)Supervisors:

Others:

SUMMARY

[Insert text]

Attachment IV: UCL publication subsidy

Professeur Hylke vandenbussche
Président du Bureau économie
Commission Doctorale de Domaine
« sciences économiques et de gestion »
3, place Montesquieu bte L2.06.01
1348 Louvain-la-Neuve.

Le [Date],

Madame le Professeur,

J'ai l'honneur de vous soumettre ma candidature en vue de l'obtention d'une subvention de la Faculté des Sciences Economiques, Sociales, Politiques et de Communication pour la publication de ma thèse. Celle-ci est intitulée « [Title] » et a été / sera¹ défendue le [Date of public defence].

Cette thèse porte le n°[publication number] dans la collection de la Faculté. La facture concernant les coûts d'impression vous sera envoyée directement par la Ciaco.

Je suis à votre disposition pour toute information complémentaire que vous souhaiteriez obtenir.

Je vous prie d'agréer, Monsieur le Professeur, l'expression de mes sentiments les meilleurs.

[Name]

[Signature]

¹ Biffer la mention inutile

Attachment V: UCL PhD grant for membres of staff

DEMANDE DE BOURSE DE VALORISATION DU DOCTORAT OU DE L'AGREGATION DE L'ENSEIGNEMENT SUPERIEUR

NOM :

PRENOMS :

FACULTE/ECOLE :

DATE DE L'OBTENTION DU DIPLOME DE DOCTEUR OU D'AGREGE :

NOM DU PROMOTEUR:

STATUT À L'UCL - DATE DU DEBUT ET FIN DE MANDAT :

N° DE COMPTE SUR LEQUEL PEUT ÊTRE VERSE LE MONTANT DE LA
BOURSE :

Le Promoteur

Le demandeur,

ou le Président de la CDD

Ce formulaire est à renvoyer à :

Madame Anne Bovy
Administration de la Recherche
Halles Universitaires
Place de l'Université, 1
1348 LOUVAIN-LA-NEUVE

Attachment VI: UCL frontispiece

Université catholique de Louvain
Faculté des sciences économiques, sociales, politiques et de communication
Ecole des sciences économiques



<TITLE>

<Name>

Thèse présentée en vue de l'obtention du grade de docteur en sciences économiques et de
gestion

<Month> <Year>

Promoteur:

Jury:

Attachment VII: Electronic thesis diffusion contract

Autorisation de diffusion électronique d'une thèse universitaire Licence de droits d'auteur

Je, soussigné(e)
réalise une thèse de doctorat en (faculté/département/unité)
intitulée

Date d'inscription au doctorat :

Sources de financement durant toute la durée du doctorat :

J'accepte que le texte de la thèse (ci-après « l'œuvre ») soit publié dans le recueil électronique des thèses de l'UCL.

A cette fin, je donne en licence à l'UCL

- le droit de fixer et de reproduire l'œuvre sur support électronique ; logiciel ETD
- le droit de communiquer l'œuvre au public suivant les modalités suivantes ¹:
 - (a) type de diffusion : accès public (internet) - limité à l'intranet UCL
 - (b) blocage pendant une certaine durée (facultatif)
 - (c) limitations relatives à certaines parties de la thèse (facultatif) :

Cette licence, gratuite et non exclusive, est valable pour toute la durée de la propriété littéraire et artistique, y compris ses éventuelles prolongations, et pour le monde entier.

Je conserve tous les autres droits pour la reproduction et la communication de la thèse, ainsi que le droit de l'utiliser dans de futurs travaux. Je m'engage toutefois à n'accorder à des tiers aucun droit qui viendrait d'une manière quelconque interférer avec le présent engagement et réserverai dans tout contrat subséquent avec des tiers les droits et obligations découlant du présent engagement.

Je certifie que la version électronique de la thèse remise à l'Université en vue de la diffusion autorisée par la présente sera conforme à la version officielle du travail approuvée par le jury de thèse.

Au cas où un tiers est titulaire d'un droit de propriété intellectuelle sur tout ou partie de ma thèse, je certifie avoir obtenu son autorisation écrite pour l'exercice des droits mentionnés ci-dessus. Cette vérification des droits de propriété intellectuelle s'est faite en collaboration avec l'administration de la recherche.

Je certifie également avoir obtenu, conformément à la législation sur le droit d'auteur et aux exigences du droit à l'image, toutes les autorisations nécessaires à la reproduction dans ma thèse d'images, de textes, et/ou de toute œuvre protégés par le droit d'auteur, et avoir obtenu les autorisations nécessaires à leur communication à des tiers.

Fait à le

En deux exemplaires

Madame/Monsieur Mme. A. Bovy (ADRE)
Docteurant Pour accord

Vu par
Madame, Monsieur le Professeur Cachet de l'entité gestionnaire
Promoteur

¹ Compléter en fonction du type de diffusion souhaitée sachant que :

(a) l'accès à la thèse électronique peut être ouvert au monde entier (accès public), limité à l'intranet de l'UCL ou réservé aux seuls gestionnaires.

(b) l'accès peut être bloqué durant une période déterminée, par exemple deux ou trois ans, si l'auteur souhaite privilégier la diffusion papier pendant un certain temps.

(c) l'accès public peut être restreint à certaines parties de la thèse, pour protéger par exemple les parties couvertes par la confidentialité. Dans ce cas, l'auteur doit scinder la version électronique de sa thèse en plusieurs parties et spécifier pour chacune d'entre elles le mode de diffusion souhaité.

DÉPÔT D'UNE THÈSE DANS BICTEL AUTORISATION DE DIFFUSION ÉLECTRONIQUE

RENSEIGNEMENTS GÉNÉRAUX

Je, soussigné(e).....
réalise une thèse de doctorat en (faculté/département/unité).....
Inscrit(e).....
pour la direction de.....
Date d'inscription au doctorat.....
Sources de financement durant toute la durée du doctorat.....
Thèse publiée dans son intégralité / pour partie (*) par un éditeur : oui / non (*). Si oui, préciser :
1. Nom de l'éditeur : FUN (autorisation: le dépôt dans BICTEL) / autre (*):.....
2. Contrat écrit signé avec l'éditeur : oui / non (*)
Brevet déposé sur base des résultats de la thèse : oui / non (*)
(*) Omettre les mentions inutiles

TYPE D'ACCÈS SOUHAITÉ (cocher)

1. **Accès public (Internet).**
Ce type d'accès est réservé aux thèses pour lesquelles les dispositions légales relatives aux droits de propriété intellectuelle ne font pas obstacle à la communication électronique du contenu de la thèse.
2. **Accès restreint :**
Ce type d'accès est prévu pour protéger, par exemple, les parties couvertes par la confidentialité ou parce que le doctorant ne dispose pas encore des autorisations nécessaires. Il convient également pour les thèses qui font l'objet d'un brevet qui n'est pas encore publié.
- Accès mixte :** la thèse est scindée en plusieurs parties et le mode de diffusion souhaité pour chacune est choisi : INTERNET, INTRANET ou INTERDIT.
 - Accès limité à l'intranet des FUNDP.**
 - Accès bloqué pendant une période** (jusqu'au).

Le type d'accès choisi initialement peut être modifié par la suite. N'hésitez pas à contacter le gestionnaire.

AUTORISATION DE DIFFUSION

- J'accepte que le texte de la thèse soit publié dans le recueil électronique des thèses des FUNDP.
- A cette fin, je donne en licence aux FUNDP :
 - le droit de fixer et de reproduire l'œuvre sur support électronique (logiciels ETD et VITAL),
 - le droit de communiquer l'œuvre au public suivant les modalités précisées ci-dessus.
- Cette licence, gratuite et non exclusive, est valable pour toute la durée de la propriété littéraire et artistique, y compris ses éventuelles prolongations, et ce pour le monde entier.
- Je conserve tous les autres droits d'auteur relatifs à ma thèse, notamment le droit de l'utiliser dans de futurs travaux.
- Je certifie que la version électronique de la thèse remise aux FUNDP, en vue de la diffusion autorisée par la présente est conforme à la version officielle du travail approuvée par le jury de thèse.
- Je certifie également avoir obtenu, conformément à la législation sur le droit d'auteur et aux exigences du droit à l'image, toutes les autorisations nécessaires à la reproduction dans ma thèse d'**images, de textes** (y compris les articles publiés), ou de **toutes autres œuvres protégées par le droit d'auteur**, et à leur communication à des tiers.

Fait à le..... en deux exemplaires.
Madame/Monsieur..... Vu par Madame, Monsieur.....
Doctorant Parrateur

Vu par le juriste de l'ADRE
Madame Françoise Havelange

**Autorisation de diffusion électronique d'une thèse universitaire
Licence de droits d'auteur [formulaire FUCaM]**

**Autorisation de diffusion électronique d'une thèse universitaire
Licence de droits d'auteur.**

Je, soussigné(e)
réalise une thèse de doctorat en (faculté/département/année)
numéro :
sous la direction de :
Date d'inscription au doctorat :
Sources de financement durant toute la durée du doctorat :

J'accepte que le texte de la thèse (ci après « l'œuvre ») soit publié dans le recueil électronique des thèses des FUCaM.

A cet égard, je donne en licence aux FUCaM :

- le droit de fixer et de reproduire l'œuvre sur support électronique : logiciel de DfDfB
- le droit de communiquer l'œuvre au public suivant les modalités suivantes¹ :
 - (a) type de diffusion choisie :
 - 1 accès public (internet)
 - 2 accès à l'intérieur FUCaM
 - 3 limité aux postérieurs du site (accessionnementement bloqué)
 - 4 accès mixte (définir un type d'accès pour chaque partie de la thèse)
 - (b) blocage pendant la durée suivante (facultatif) (cf. a-4) :
 - (c) limitations relatives à certaines parties de la thèse (facultatif) (cf. a-4)

Cette licence, gratuite et non exclusive, est valable pour toute la durée de la propriété littéraire et artistique, y compris ses éventuelles prolongations, et pour le monde entier.

Je conserve tous les autres droits pour la reproduction et la communication de la thèse ainsi que le droit de l'utiliser dans d'autres travaux. Je m'engage toutefois à réserver à des tiers aucun droit qui résulterait d'une manière quelconque sous réserve du présent engagement et observé dans tout contrat ultérieurement sous des termes précis et obligations découlant du présent engagement.

Je certifie que la version électronique de la thèse remise aux FUCaM en vue de la diffusion autorisée par le présent sera conforme à la version officielle du travail approuvée par le jury de thèse. Tous les fichiers de la thèse seront chargés dans le recueil électronique.

Au cas où un tiers est titulaire d'un droit de propriété intellectuelle sur tout ou partie de ma thèse, je certifie avoir obtenu son autorisation écrite pour l'exercice des droits mentionnés ci-dessus. Cette vérification des droits de propriété intellectuelle s'est faite en collaboration avec l'assistant compétente des FUCaM.

Je certifie également avoir obtenu, conformément à la législation sur le droit d'auteur et aux exigences du droit d'image, toutes les autorisations nécessaires à la reproduction dans ma thèse d'images, de textes, et/ou de toute œuvre protégée par le droit d'auteur, et avoir obtenu les autorisations nécessaires à leur communication à des tiers.

Fait à le
En deux exemplaires
Madame/Monsieur Professeur R. DE WINNE (Pr. Conseil de la Recherche)
Docteur Pour accord

Vu par
Madame, Monsieur le Professeur
Président

¹ Compléter en fonction du type de diffusion souhaitée sachant que :
(a) l'accès à la thèse électronique peut être ouvert au monde entier (accès public), limité à l'internet, réservé aux seuls postérieurs (accès bloqué diffusion différée dans le temps), accès mixte ; l'accès public peut être restreint à certaines formes de la thèse, par exemple par exemple les parties concernées par la confidentialité. Dans ce cas, l'auteur doit signaler la version électronique de sa thèse en plusieurs fichiers et spécifier pour chacun d'eux le mode de diffusion souhaité (internet, intranet, bloqué).
(b) l'accès peut être bloqué durant une période déterminée, par exemple deux ou trois ans, si l'auteur souhaite privilégier la diffusion papier pendant un certain temps. Dans ce cas, indiquer la date après laquelle la thèse pourra être téléchargée.
(c) Dans le cas d'un accès mixte : préciser le type d'accès choisi pour chaque chapitre.

Attachment VIII: Travel and accommodation expenses

These rules apply to the travel and accommodation expenses of thesis examiners (members of the jury) at UCL, who are not attached to UCL

1. The school will reimburse expenses for either the private defence **or** the public defence, but not both. Travel expenses will be reimbursed at the rate of the lowest available economy fare. For a fare above 400 €, approval must be requested from the secretariat (email: doctoralschool@econ.ucl.ac.be, tel: ++ 32-10-473954).
2. If you wish to, or must, stay overnight, the secretariat can reserve a hotel room for you and will pay the bill for bed and breakfast. Any other expenses will be charged to you. If you prefer to choose or reserve your own hotel, the School will reimburse a maximum of 100 € on reception of the original hotel bill.
3. The travel and accommodation expenses for your second visit (private or public defence) will be financed by the research centre to which the PhD student is attached (CORE, IRES, etc.), according to their rules.

Please bear in mind the following when making your travel arrangements:

- A late reservation will usually imply a more expensive fare
- In certain cases it is less expensive to book two APEX tickets than one normal return. You use half of each ticket for your journey.
- A non-refundable, non-changeable ticket is less expensive (the reservation is for a specific date and time).

The School will reimburse the lowest economy fare for a reservation made at least 4 to 6 weeks prior to the stay. These constraints should not be an issue, as the dates of the private and public defence are known well in advance.

Thank you for your comprehension and cooperation in helping us balance our budget.