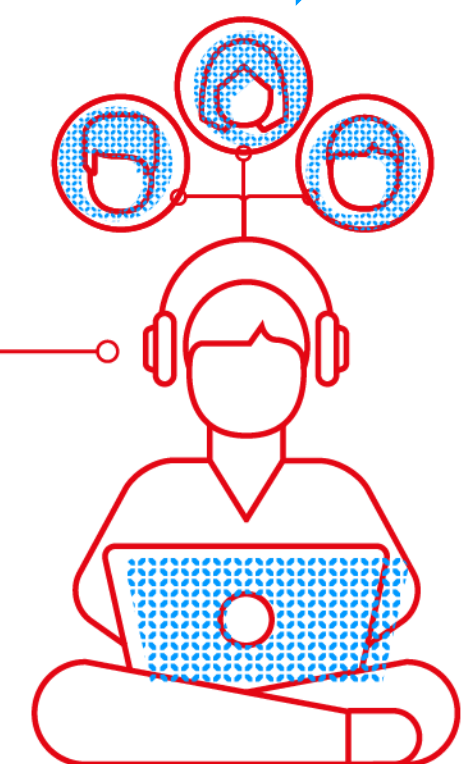
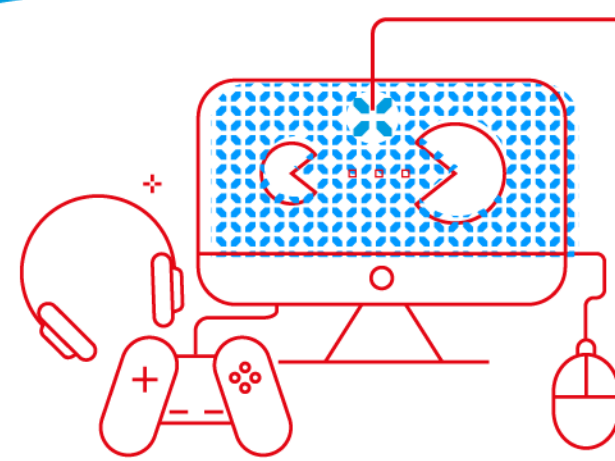
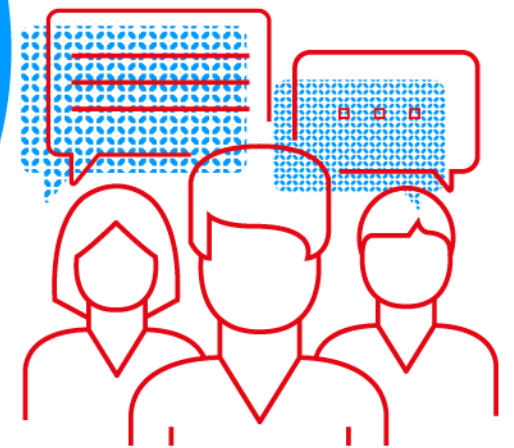
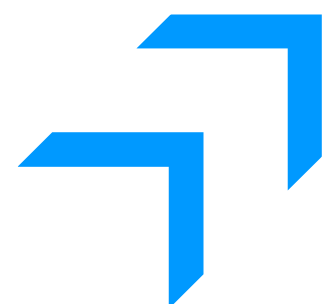


National PhD Welcome Day 2023!



27 SEPTEMBER



My PhD life cycle (at the University of Luxembourg)



Summary

Anja Lenninger, Team leader,
Office of doctoral studies /
Bureau des études doctorales
anja.lenninger@uni.lu

This presentation will provide you with some general guidelines regarding the key elements of your PhD life cycle at the University of Luxembourg (UL), from registration to graduation.

I will give you an overview on the legal basis of doctoral studies, the basic chronology of the 36-48 months you spend here as a doctoral candidate, and the most important documents you should know (CET report, Doctoral education agreement, etc.).

I will also talk about your rights and duties, and those of your supervisor, CET members, and other stakeholders and conclude with a presentation of the UL Ombudsman.

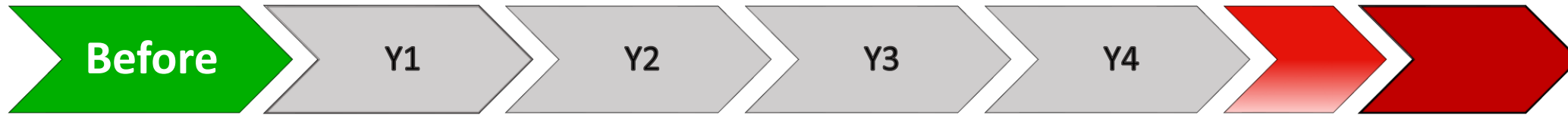
Legal basis of doctoral studies at Uni.lu



Law and Study Regulations; additional rules in the doctoral programmes

- The University law** (*loi modifiée du 27 juin 2018 ayant pour l'objet l'organisation de l'Université du Luxembourg*)
 - Article 32: Eligibility to enrol
 - Article 37: admission, duration, supervision committee, defence jury, joint supervision...
- Study regulations** (règlement des études): additional details about the points mentioned in the law
 - Chapter 1: Admission, enrolment...
 - Chapter 5: doctoral studies: eligibility, ECTS requirements, thesis supervision committee, preparation of the defence (incl. jury), details of the defence, steps after defence, joint supervision...
 - Chapter 6: conferment of the diploma
- Special requirements in your doctoral programme (DP):** check with your supervisor/doctoral programme!

Chronology: from enrolment to defence



Supervisor

- Professors
- ADR - holder

Enrolment after acceptance in a doctoral programme (DP) and Work contract (if applicable)

CET nomination

Doctoral Education Agreement

Legal min. 1 meeting per year
Doctoral Supervision Committee (CET)

Intermediary CET meetings possible any time upon request

Disciplinary and Transferable skills (20 ECTS)

Last CET meeting:

Plagiarism check

Thesis project ("90%")

Defence authorisation

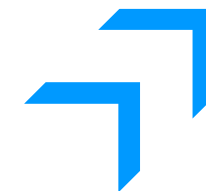
At the latest after 48 month:

Thesis submission (final version and plagiarism check)

PhD Defence / Diploma

Feedback after end of study period

CET nomination, DEA, CET reports, Thesis report



- **CET (*comité d'encadrement de thèse*) nomination:**
 - at the latest 2 months after start of studies; nominated by the Vice-Rector for Research upon suggestion by the supervisor; CET members can be modified upon written request to the Vice-Rector.
- **DEA: *Doctoral Education Agreement*:**
 - Since 2020 : document to be signed (6 month after start of studies at the latest) by the doctoral candidate, supervisor and DP coordinator;
 - DEA Annexe = Research and training plan, which will be updated each year during the annual CET meeting.
 - The DEA has detailed sections on rights and duties of the doctoral candidate, the supervisor(s), CET members; what to do in case of disagreements; data protection and other legal aspects.
- **CET report:**
 - Obligatory: One physical meeting with the doctoral candidate per year; can meet more often if need is: intermediate CET meeting can be requested any time (by supervisor, PhD candidate...).
 - The CET report confirms the progress of the doctoral candidate, but can also decide to recommend to the Rector to stop the thesis project (upon justification)
 - The CET report is a *confidential document*! It is electronically signed by the CET members and *acknowledged* by the doctoral candidate.
- **Thesis report:** Will be written after the defence and is part of the diploma supplement.

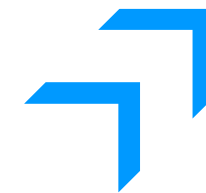


ECTS – how to collect your credit points

ECTS = European Credit Transfer System

- Minimum of 20 ECTS to be collected and validated to be eligible for thesis defense
- Min. 5 ECTS from Transferable Skills (“Essential Skills” courses); incl. 1 **course** in ETHICS (Good scientific practice) which is obligatory
- Remaining ECTS = transferable/inter/disciplinary skills defined in the DEA.
- Where to take courses?
 - Transferable skills are offered on central university level and within the Doctoral Schools
 - (Inter)Disciplinary courses, and additional TS are offered within your Doctoral School
 - You can also collect ECTS **outside the UL** (attention: they need to be validated in your doctoral programme! Please check conditions before you enroll to a course outside)
 - In case of a cotutelle (joint supervision with another university) or a PPP (public private partnership), ECTS can be recognised from these activities.

How to prevent conflicts and/or handle difficult situations... ?



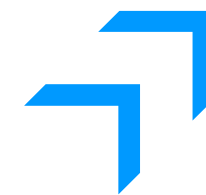
Do not hesitate to talk about your situation and seek advice!

On Doctoral programme and doctoral school level:

- First point of contact in case of disagreements should be the supervisor and the CET members. Other persons to talk to are the doctoral programme coordinator, the Head of doctoral school, or the doct. school ombudscommittee (if applicable)
- Further contact points on decentral level: Head of Department / Dean of the Faculty / IC Director

On central University level:

- Office of Doctoral Studies (BED) as a first contact point / team of the Vice-rector for research.
- Ombudsperson - see video
- Psychological support and a service for well being and inclusion; « U Matter »
<https://wwwen.uni.lu/umatter>
- Commission des litiges is in place for formal and legal matters.



Ombudsperson - Video

UL Ombudsman: Dr Brent EPPERSON / Dr Josef LEIDENFROST



Anybody there to help... ? → Your contact points !



Office of Doctoral Studies (Bureau des études doctorales – BED)

- Contact us: phdstudies@uni.lu
- Stay in touch **via Moodle** - enrol yourself : <https://moodle.uni.lu/course/view.php?id=4712> (BED-office of doctoral studies: general information)
- Make an appointment using « affluences »: <https://www.affluences.com/universite-du-luxembourg-1/universite-du-luxembourg/reservation>

Doctoral School secretariats

for your **academic questions and doctoral programme specific questions** (e.g. ECTS)

- Doctoral School in Humanities and Social Sciences (DSHSS): Dshss@uni.lu
- Doctoral School in Science and Engineering (DSSE): Dsse_administration@uni.lu
- Doctoral School in Economics, Finance and Management (DSEFM): DSEFM@uni.lu
- Doctoral School of Law (DSL):DSL@uni.lu

➤ **The New PhD Welcome Pack** → download from Moodle
<https://moodle.uni.lu/course/view.php?id=4712#section-7>