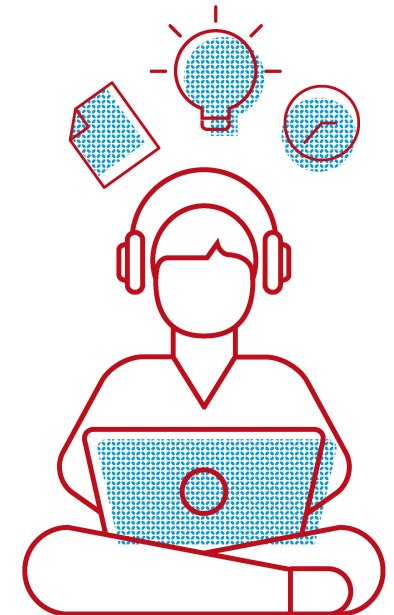
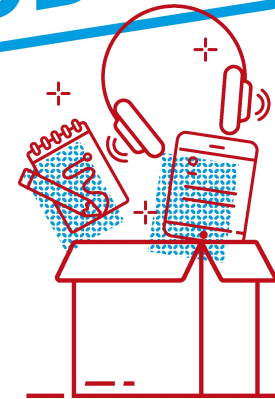
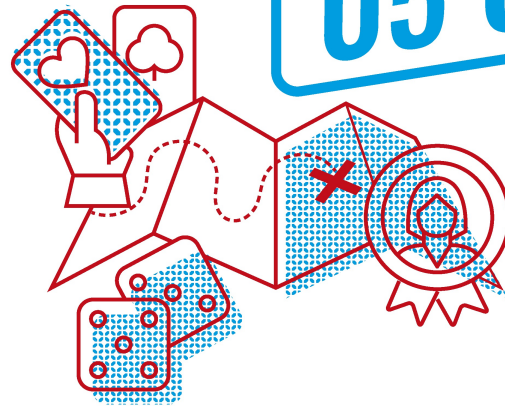


#doctoralux

05 OCTOBER



PhD Life Cycle & Transferable Skills



Anja LENNINGER

Team Leader of Office of Doctoral Studies, University of Luxembourg



My PhD life cycle (at the University of Luxembourg)



Summary

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This presentation will provide you with some general guidelines regarding the key elements of your PhD life cycle at the University of Luxembourg, 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.



Legal basis of doctoral studies at Uni.lu



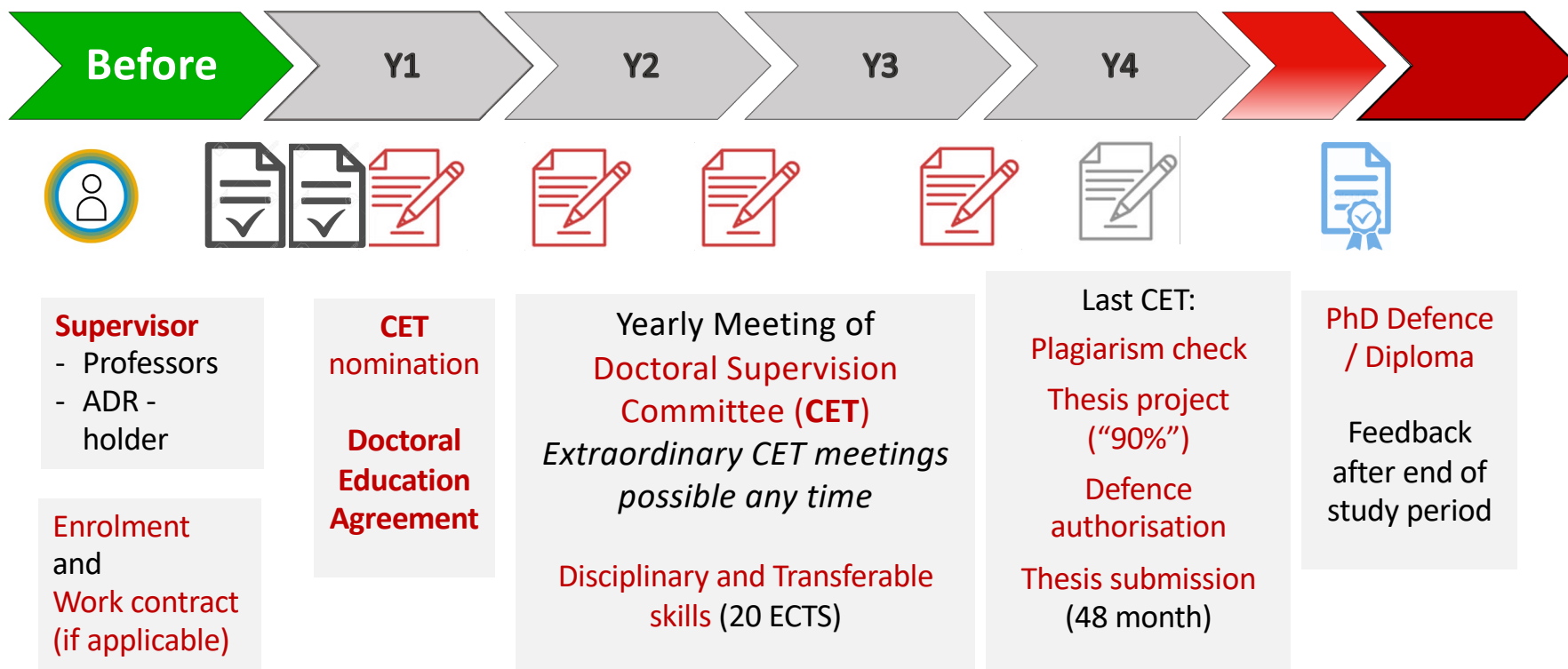
Law and Study Regulations; additional rules in the doctoral programmes

- ❑ **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:** check with your supervisor/doctoral programme!





Chronology: from enrolment to defence





Documents

• 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 of 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 CET members; 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: extraordinary CET meeting can be requested any time.
 - 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 signed by the CET members and 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.



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>



... Final stop... Graduation !

- Duration of doctoral studies: 36-48 months.
- Latest submission date of the final thesis is end of month 48.
- The defence must take place after 52 month at the latest.
- Diplomas will be awarded in December each year





Thank you for participating in the National PhD Welcome Day 2022!

