



International certificate in doctoral research training (CIRD programme)

Regulations

Approved by the Academic Council on the 21st of November 2016

Section I. Purpose of the programme

Art. 1. The visiting doctoral candidate

§1. The International certificate in doctoral research training programme (CIRD programme) is a programme designed for PhD candidates – hereafter “visiting doctoral candidate” – registered at an institution other than ULB – hereafter “home institution” – and doing a research stay at ULB.

Art. 2. Duration of stay

§1. The duration of stay of the visiting doctoral candidate is more than three months and less than one year.¹ An exception is provided at §3 of the present article.

§2. The stay is completed in one period, or spread over several stays of which the total duration must not exceed the duration provided in §1 of the present article.

§3. The duration of stay of the visiting doctoral candidate may exceed the duration provided in §1 of the present article when the joint supervision cannot be settled, for instance when the joint supervision is not permitted at the home institution of the visiting doctoral candidate. The visiting doctoral candidate must prove that the joint supervision cannot be organized.

Art. 3. Supervision of the visiting doctoral candidate

§1. The host professor at ULB hosts the visiting doctoral candidate within their research unit and supervises their research work during their research stay at ULB.

§2. The host professor must be a member of the permanent academic staff or a “chargé de cours temporaire”— with a view to a permanent appointment.

¹ When the duration of stay is minimum one year, the candidate meets the requirements to undertake a jointly supervised PhD (“cotutelle”) at ULB. With the consent of their host supervisor at ULB, they submit an application for the PhD and not for the CIRD programme.



Section II. Access and Registration

Art. 4. Access conditions

§1. The access conditions for the CIRD programme are the following:

- a) the applicant must be registered for a PhD at another university than ULB;
- b) the applicant must do a research stay for more than three months at ULB;
- c) the applicant cannot, according to the regulations in force, undertake a jointly supervised PhD at ULB and therefore cannot register for the PhD at ULB.

Art. 5. Admission

§1. To be admitted to the CIRD programme, the applicant must previously:

- a) meet the access conditions described in Art. 4;
- b) have the consent, formalised in the hosting agreement referred in Art. 8 of the present Regulations, of their thesis supervisor and their home institution on the research stay at ULB;
- c) have the consent, formalised in the hosting agreement referred in Art. 8 of the present Regulations, of a host professor at ULB – who agrees to host the candidate within their research unit and to supervise their research during the stay at ULB — and of the relevant Faculty Doctoral Commission.

§2. The admission file is checked and processed administratively by the Postgraduate unit.

Art. 6. Registration and re-registration

§1. After being admitted, the visiting doctoral candidate registers for the CIRD programme.

§2. The visiting doctoral candidate are required to register for the CIRD programme every academic year, regardless the schedule of their stay. When the stay takes place over several academic years, the visiting doctoral candidate registers for each new academic year.

§3. The visiting doctoral candidate can register at any moment during the academic year.

§4. The registration fees are € 279 for the initial registration. For each subsequent re-registration, only administrative fees (€ 32) are to be paid.

§5. The registration is effective after full payment of registration fees.

§6. Registration is processed by the Registration Department who gets the files from the Research Department.

Section III. Organisation of the programme

Art. 7. Content of the programme

§1. The CIRD programme is a structure which scientific and pedagogical content is developed, from the beginning of the research stay, according to the visiting doctoral candidate's needs. It can be adapted according to the progress of the visiting doctoral candidate's work.

§2. The programme is developed and monitored by the host professor at ULB, in agreement with the thesis supervisor.

§3. The programme comprises mainly research activities. It can include optionally scientific training activities in the field and transferable skills training.² These activities are worth, on a fixed-rate basis, 15 credits for a stay of more than 3 months and maximum 6 months, 30 credits for a stay of more than 6 months and maximum 1 year and 45 credits for a stay of more than one year.

§4. With the consent of the host professor at ULB, the Faculty Doctoral Commission awards credits for the activities carried out by the visiting doctoral candidate and certifies the successful completion of the program.

§5. If the visiting doctoral candidate successfully completes the programme, the University awards them the "International Certificate in Doctoral Research Training" which specifies the number of awarded credits.

§6. The certificate is issued by the "Service d'appui à la Gestion des enseignements". The files are sent to them by the Registration Department, which collects the validation of the evaluation.

Art. 8. The host agreement

§1. For each visiting doctoral candidate, ULB and the home institution sign an agreement describing the terms of the research stay at ULB.

§2. The agreement specifies at least the following points:

- a) the doctoral programme for which the visiting doctoral candidate is registered at the home institution;
- b) host research unit and duration of stay at ULB;
- c) content of the CIRD programme;
- d) provisions related to the registration for the CIRD programme, including registration fees;
- e) provisions regarding social security cover.

² The list of transferable skills training offered to visiting doctoral candidate is available on the ULB website: http://www.ulb.ac.be/training_researchers.



§3. The agreement is checked and validated by the Postgraduate Unit at the Research Administration Department.

§4. After being validated, the agreement is signed by the Rector and the host professor at ULB, by the thesis supervisor and the home institution's authorities, and by the visiting doctoral candidate.

Section IV General provisions

Art. 9. ULB Regulations

§1. Once registered for the CIRD programme, the visiting doctoral candidate must comply with regulations in force at ULB.

Art. 10. Appeal

§1. The visiting doctoral candidate may appeal against any decision made by the Faculty Doctoral Commission to the Faculty Jury.

§2. They may invoke reasons of legality and expediency to support their appeal.

§3. To be admissible, the appeal must be submitted within fifteen days of the notification of the Faculty Doctoral Commission's decision or within fifteen days of being made aware of the decision whichever is earlier.

Art. 11. Other provisions

§1. Deadlines provided in the present Regulations are given in calendar days.

§2. Footnotes are provided for informational purposes only, and do not form an integral part of the present Regulations.