

**Start of the doctorate**  
 Composition of the supervisory committee<sup>1</sup>  
 Admission<sup>2</sup>  
 Enrolment (doctoral training and doctorate)<sup>3</sup>

**DOCTORAL TIMELINE  
 AT ESP-ULB\***  
 (for a full-time thesis)

	Academic years			
	1	2	3	4
Meeting of SC & re-enrolment <sup>4</sup>	X	X	X	
Intermediate evaluation <sup>5</sup>		X		
Public seminar <sup>6</sup>			X	
Doctoral training <sup>7</sup>	-----> X			
Papers publication <sup>7</sup>	----->			

**Completion of the doctorate**  
 Submission of the manuscript to the faculty secretariat<sup>8</sup>  
 Composition of the thesis jury<sup>9</sup>  
 Private defence<sup>10</sup>  
 Public defence<sup>11</sup>

→ **Degree<sup>12</sup>**

\* Version approved by the faculty's commission on doctoral studies on 21/02/2024

- (1) The Supervisory Committee (SC) is made up of the supervisor, a possible co-supervisor and at least two other members of the academic staff of a university. At least two members must belong to the doctoral student's faculty. The SC is chaired by one of its academic members, excluding the supervisor and co-supervisor, and meets at least once per academic year (13<sup>th</sup> September at the latest) to assess the progress of the doctoral student's research work.
- (2) Admission request to doctorate must be submitted by 31<sup>st</sup> October at the latest to be considered by the faculty's commission on doctoral studies (*Commission facultaire des doctorats* – CFD, in French). In exceptional and duly justified cases, admission requests for late enrolments are accepted after this date.
- (3) The applicant enrolls simultaneously to the Doctoral Training (DT) and the doctorate. Enrolment is managed directly by the registration office of the university. The application must then be approved by the faculty secretariat (ESP) before 30<sup>th</sup> November. Enrolment is effective only after full payment of the tuition fees has been received, by 31<sup>st</sup> January at the latest.
- (4) For each year of study, the re-enrolment to the doctorate and the DT, if the latter has not been validated yet, is compulsory. The deadline for re-enrolment is 31<sup>st</sup> October (earlier date at faculty level). Once the application has been processed by the registration office, the doctoral student is asked to pay the listing fees and administrative costs (small amount). Re-enrolment must be authorised by the SC, which, after the annual meeting, gives a detailed report to the doctoral student and the faculty secretariat. If the doctoral student does not re-enrol within the required timeframe, the thesis is deemed to have been abandoned and the entire admission process must be repeated.
- (5) The intermediate evaluation (a compulsory part of the DT) is organised during the first or second year of the doctorate, only with the members of the SC. It can be organised during the third year for assistants and part-time researchers. Successful completion of the intermediate evaluation is a condition for the doctoral student's re-enrolment. It is worth 20 credits (ECTS) in the DT programme.

(6) The public seminar (a compulsory part of the DT) is organised during the third or fourth year of the doctorate, separate from the intermediate evaluation, and sufficiently prior to the private and public defences. It usually takes place at ESP after the release of a public invitation. Its successful completion is worth 5 credits (ECTS) in the DT programme.

(7) To be authorised to submit the [thesis manuscript](#), the doctoral student :

1. must be properly enrolled,
2. has the DT programme validated,
3. and has published the required minimum number of scientific papers.

Validation of the DT entitles to a 60-credit (ECTS) "Doctoral Research Training Certificate", including a maximum of 30 credits for [learning activities](#). For doctoral students first enrolled from 2018-2019 onwards, the articles required for submission of the thesis will no longer count towards DT credits. For doctoral students first enrolled from 2019-2020, a minimum of two first-authored articles, in English and accepted for publication in peer-reviewed journals ranked above the median of journals in the field (impact factor or other) are required.

(8) After receiving approval from the supervisor and possible co-supervisor, the doctoral student sends the thesis manuscript to the faculty secretariat (with a copy to the supervisor and possible co-supervisor). The front cover of the thesis must conform to the [ULB institutional template](#).

(9) The thesis jury is constituted no later than one month after the submission of the thesis. The jury composition is validated by the faculty's commission on doctoral studies. It is made up of at least five members: at least three members of the ULB academic staff and at least two members from outside ULB and the SC\*. The supervisor and possible co-supervisor must be members of the jury. Two of the members must act as secretary and chairman. The latter must be a member of the ULB academic staff and cannot be either the supervisor or the co-supervisor.

(10) The [private defence](#) takes place, behind closed doors, at least one month after the thesis jury is validated and less than two months after the manuscript is submitted.

(11) During the [public defence](#), the candidate presents his/her work, highlighting his scientific communication skills. It takes place at least two weeks, and at most six weeks, after the private defence. This period may be extended to a maximum of six months if substantial changes are required. If the jury determines that work exceeding six months is necessary, a new private defence must be organised. In addition, doctoral students must submit the final version of the thesis manuscript on [Di-Fusion](#) no later than the day before the public defence.

(12) The doctoral thesis diploma corresponds to 180 credits (ECTS), including 60 credits for the DT. The academic degree of "Doctorat en Sciences de la santé publique" is awarded without honours.

Sentences in green correspond to the specific features of the ESP.