# PhD in Economics and Management at the SBS-EM: Responsibilities

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May 2012

<table>
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<tr>
<th>Person</th>
<th>Responsibilities</th>
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| Ph.D student | - Writes the thesis  
- Registers and reregisters to the Ph.D. program (and, if necessary to the doctoral training – « formation doctorale ») until the public defense has taken place  
- Submits the thesis to the Faculty before the public defense  
- Submits the thesis to Bictel before the public defense (Régis Maloteau)  
- Is present at the private defense  
- Is present at the public defense (20 minutes presentation of the thesis) |
| Advisor | - Has to be a faculty member  
- Advises the doctoral student  
- Sets up a « comité d’accompagnement » (whose “president” cannot be the advisor)  
- Proposes a jury composition to the director of the respective PhD-track at least 3 months before the public defense (see timeline for details). The jury is made up of at least 5 members holding a Ph.D, including at least one member from outside of ULB and at least 3 from the Faculty. The advisor must be a member of the Faculty. With the proposed jury, the advisor also forwards a summary of the thesis (in word format) to the director of the PhD track  
- Coordinates with other jury members regarding the dates of the private and public defenses. The date of the public defense should be set after the private defense  
- Communicates the date of the public defense to the staff at least 3 weeks before the public defense so that legal publicity obligations are satisfied  
- Submits travel expenses reimbursement requests for the external jury member(s) to the Dean (max. 650€, max 1000€ for a co-tutelle) |
| Comité d’accompagnement | - This committee is made up of at least 3 members, including the advisor (who cannot be the chair of the committee)  
- Decides on a yearly basis whether the student has made enough progress to re-register in the doctoral program (signature by the president)  
- Must write a written report to allow registration after year 4 (year 6 for TAs) |
| Jury | - Assesses the quality of the thesis  
- Must be present at defenses (members who cannot attend one of the two defenses must file a written report with his/her evaluation of the thesis). At least half of the jury must be present at both defenses  
- The secretary of the jury is responsible for writing a report on the thesis and the defense (templates are available for from Marjorie Gassner. The secretary sends it to the president of the jury (normally Marjorie Gassner, who is responsible for getting approval from all the jury members) |
| Directors of the Ph.D. tracks | - Are responsible for doctoral training, and for defining the specific doctoral training requested from each student  
- Are responsible for admissions to the doctoral training  
- Are responsible for admissions and re-admissions to the Ph.D. program  
- Forward the names of the proposed jury members, plus the summary of the thesis, to the Director of Research |
| Director of Research (DR) | - Approves admission decisions into the doctoral training and the PhD  
- Ensures the approval of jury compositions by the faculty bureau and the faculty council, after checking that the summary and the jury composition satisfy the regulations  
- Ensures the approval of the individual doctoral training programs and organizes the “deliberation” for these |
| Staff | - Follow up of admission files at the level of the doctoral tracks  
- Follow up of course requisites and credits obtained by doctoral students during their doctoral training.  
- Administrative support for the “délégation” of the doctoral training so that the « certificat de formation doctorale » can be granted  
- Check that all legal and administrative prerequisites are satisfied when the jury is defined and at the time of the public defense  
- Internal and external publicity of public defenses  
- Logistics for the public defenses  
- Bictel  
- Administrative follow-up post-defense (rapport de soutenance, signature,...) |
Summary of the various administrative formalities during the Ph.D.

Set up of the comité d'accompagnement (required for all re-registrations)

Jury proposed

Jury approved

Private defense

publicity

Bictel submission

min. 2 weeks

max. 1 month

Public defense

Defense report to be submitted

max 6 months

Btw 1 week to 2 mths, depending on the timing of jury meetings of the SBS-EM

min. 1 month