

## **Handbook for PhD researchers and supervisors in the Arts**

The **Associated Faculty of the Arts** at KU Leuven is responsible for organizing the PhD in the Arts program and awarding the doctoral degree in the arts. The doctoral program is developed in close collaboration with LUCA School of Arts. By stimulating doctoral research, LUCA attracts competent and enthused artists and designers who help to develop and strengthen high-level research and education in the art school's core areas of study: music and drama, audiovisual arts, visual arts and design.

The **doctoral regulation** of the Associated Faculty of the Arts provides the requirements for achieving the doctoral degree and can be found [here](#). It consists of a general regulation that applies to all doctoral students of KU Leuven, and more specific provisions ('Particulars') that are applicable to the faculty. The PhD in the Arts consists of a thesis as well as (a) creation(s) in arts or design. Both parts are considered equal and as an unity. Together they show evidence of the ability to create new knowledge. The thesis and the presentation of the creations in arts or design must allow the examination committee to assess the quality of the doctoral research.

The **doctoral committee** is responsible for tasks such as evaluating PhD applications and authorizing the enrolment of new PhD students, monitoring progress reports or deciding whether the doctoral program has been completed successfully. The committee consists of members of the senior academic staff of LUCA and KU Leuven as well as one or more representatives of the PhD researchers. The members of the doctoral committee can be found on the [website](#).

### **1. Application procedure**

Together with the supervisor and the head of the research unit the candidate requests admission from the doctoral committee to enrol as a doctoral student.

The **supervisor** is a lecturer at LUCA and either holds the status "special guest professor in the arts" or belongs to the ZAP of the KU Leuven (see [regulations](#) for exceptions). A list of possible supervisors can be found on our [website](#).

The **candidate** must hold a Flemish Master's degree relevant to the doctoral research or an equivalent higher education degree, and also have obtained at least a distinction or have distinguished him/herself with artistic or design-oriented achievements or high-quality scientific publications. If you are unsure about the equivalence of the candidate's degree, the supervisor can send the degree(s), transcripts and a CV to the [doctoral administration](#) who will request a preliminary advice from the doctoral committee and – if relevant – from the international admissions office of KU Leuven.

An additional admission requirement is the positive evaluation of the doctoral committee of a **research proposal** approved by the supervisor and the head of the research unit. You can find the template for the research proposal on our [website](#).

The doctoral committee evaluates new applications and invites candidates **three times yearly**. The deadlines for applications are usually in October, January and April/May. You can find the date of the next deadline on our [website](#). Admission to candidates who passed a preliminary assessment procedure in case of funding or docARTES is given throughout the year.

In order to **start the application process** the supervisor fills out this online form:

[www.ghum.kuleuven.be/schoolofarts](http://www.ghum.kuleuven.be/schoolofarts). The candidate then receives an invitation to fill out additional information and upload certain documents in the online application tool:

- A scan of the master's (or equivalent) degree(s)
- A research proposal using the template on the [website](#)
- A letter of advice of the head of the research unit
- A CV
- A portfolio (if relevant)

Candidates with a non-EER-nationality and/or without a Flemish master degree will be asked to upload additional documents such as a scan of his passport, a translation of diplomas and official transcripts and – if necessary - an English Proficiency Certificate. An overview of the requested documents is listed [here](#).

This information and documents have to be submitted before the deadline.

The next step depends on the nationality (EER/non-EER) and master's degree (Flemish/non-Flemish) of the candidate.

The supervisor of a **candidate with an EER-nationality and a Flemish master degree** receives an invitation to give an advice and academic approval or disapproval in the online application tool. The faculty's doctoral administration then forwards the application to the doctoral committee for evaluation.

The application of a **candidate with a non-EER-nationality and/or without a Flemish master degree** is sent to the International Admissions and Mobility Office, who prepares an advice about the quality of the track record (diplomas, grades). After the advice of the international admissions office, the supervisor receives an invitation to give his or advice and academic approval (or disapproval) in the online application tool. The faculty's doctoral administration then forwards the application to the doctoral committee for evaluation.

The last step is equal for all candidates: the doctoral committee evaluates the applications and invites eligible candidates to the next meeting to discuss their research projects. The **interview** usually takes place one month after the deadline. The exact date of the interview is listed on our [website](#). If the application is approved by the doctoral committee, the candidate will be invited to enrol as a doctoral student at KU Leuven and the supervisor(s) will receive notice.

## 2. Preliminary assessment procedure in case of funding or docARTES

If an application for a doctorate in the arts is positively evaluated by means of a prior expert assessment procedure, a subsequent assessment of the research proposal by the doctoral committee is not mandatory, nor does the candidate have to appear before the doctoral committee for an interview. The doctoral committee recognizes such preliminary assessment under certain conditions.

### Reasons to use the procedure

- The assessment takes place in the context of allocating internal or external funds in form of a **salary for the candidate** to conduct the proposed PhD research project. The employer of the candidate can be LUCA, KU Leuven or an external institution or organization, as long as the candidate fulfils the requirements of the PhD program of the Associated Faculty of the Arts.
- the assessment is part of the admission procedure to the **docARTES** doctoral training program

### **Internal assessment committee**

An internal assessment committee is a committee that can be composed by a research unit, cluster or supervisor of LUCA School of Arts.

In addition to the (co-)supervisor(s), an internal assessment committee consists of at least three members:

- The head of the research unit of the prospective candidate (or a deputy if the research head is involved as a supervisor or co-supervisor)
- a member of the doctoral committee of the Associated Faculty of Arts
- a special guest lecturer or ZAP from LUCA or a ZAP from KU Leuven

The members are chosen on the basis of their domain-specific knowledge in the field of the doctorate. Further internal or external experts can be invited.

If there are **several candidates** for the PhD position, a pre-selection can be based on the candidates' profiles and/or a short research proposal. The assessment committee **subsequently assesses a full research proposal using the template on the LUCA website**.

The assessment committee takes into account the **admission requirements** as stated in the doctoral regulations before selecting a candidate. This especially concerns the requirement that the candidate must hold a Flemish Master's degree relevant to the doctoral research or an equivalent higher education degree, and also have obtained at least a distinction or have distinguished him/herself with artistic or design-oriented achievements or high-quality scientific publications. If a candidate does not have a Master's degree, a request can be made to the doctoral committee to examine if the candidate's higher education degree can be considered equal to a Master's degree. Such request is done via the [doctoral administration](#), who will also contact the International Admissions Office in the case of international candidates.

The **final application dossier** has to be uploaded following the procedure as described on our [website](#).

The head of the research unit adds the following information to his or her **letter of advice** in the application tool:

- Context of the assessment procedure (e.g. appointment as a bursary at the AFA)
- Time and place of the assessment

- Members of the assessment committee
- An assessment of the proposal
- Some follow-up points for the first doctoral year

### **External assessment committee**

An external assessment committee is a committee which is not composed by a research unit, cluster or supervisor of LUCA. This is often the case in the context of funding by national or international funding bodies or research projects.

If LUCA has the ability to add one or more members to the external assessment committee, at least one BGK or LUCA-ZAP will be part of the external assessment committee (e.g. the future supervisor). It is important that the admission requirements for a PhD at the Associated Faculty of the Arts are taken into account by the supervisor and/or assessment committee. If unsure about the academic degree of the candidate, a request to examine the degree can be done via the research & project office, who will contact the doctoral committee as well as the International Admissions Office in the case of international candidates.

The final application dossier has to be uploaded following the procedure as described on the [website](#). Instead of using the template of the Associated Faculty of the Arts, the candidate can upload the proposal on the basis of which the candidate was selected by the external assessment committee

The head of the research unit adds the following information to his or her letter of advice:

- Context of the assessment procedure (e.g. name and program of the external funding body)
- Time and place of the assessment
- Members of the assessment committee
- An assessment of the proposal (if available)
- Some follow-up points for the first doctoral year (if available)

### **Admission by the doctoral committee**

The doctoral committee checks whether the application meets the **formal requirements** (e.g. admission requirements, composition of the assessment committee) and takes into account any **new**

**elements** that were not yet available to the selection committee, such as the advice of the International Admissions Office concerning the diplomas or the advice of the head of research. An evaluation of the research proposal itself is no longer necessary, nor will the candidate be invited to meet the doctoral committee. A member of the doctoral committee can however still request that the doctoral committee assesses the proposal and/or invites the candidate for an interview. According to the doctoral regulations, the doctoral committee and not the assessment committee grants the **permission to start a PhD in the Arts**. Even in the case of a prior positive assessment by an assessment committee, the admission can still be refused. Should this happen, the doctoral committee provides a clear motivation to the supervisor and candidate. In the letter of admission, the candidate will be asked to indicate in the first annual report how the **follow-up points** as formulated by the assessment committee have been dealt with. Once accepted by the doctoral committee, the doctoral committee and not the previous assessment committee is responsible for monitoring and approving the doctoral progress on the basis of the progress reports.

### 3. [Enrollment and initial administration](#)

After the doctoral committee has granted permission to start a PhD in the Arts, the candidate will receive a letter of acceptance by which he can **enrol** himself as a PhD student at KU Leuven. For the first registration, candidates need to go to the [registration office](#) in Leuven with a copy of the permission. Upon enrolment the candidate will need to pay a [tuition fee](#). The tuition fee only needs to be paid in the first year and in the last year of the PhD. The PhD researcher is obliged to enrol every year, re-registration can be done online.

Candidates are expected to enrol once the doctoral committee has given authorization. A **postponement of the enrolment** can be asked to the chairman of the doctoral committee on reasonable grounds. This is done by sending a motivated request to [phd.schoolofarts@kuleuven.be](mailto:phd.schoolofarts@kuleuven.be) indicating the period and the reason for the postponement. The enrolment period can only be extended for two years after the date of authorization. After two years the candidate will have to submit a new application. A PhD researcher with a doctoral scholarship at KU Leuven or a research position at LUCA, must enrol at the latest on the day that the scholarship or research position begins.

After enrolling, the doctoral student can keep track of the milestones during the doctoral program in **“My PhD” on KU Locket**, where the PhD student and the supervisors can find information on the PhD, monitor the PhD milestones or upload progress reports. During the first year the doctoral student also needs to:

- Upload an **abstract** in English and Dutch in the ‘PhD progress’ tool in KU Locket.
- Send an image to the [doctoral administration](#) to accompany the project description on the **website of LUCA**. Preferably this an image which relates to your artistic or design research and not a portrait. Make sure you to own or to have cleared the copyright of the image for use on the website of LUCA.
- Sign the [charter of the PhD researcher and the supervisor](#) and upload the document via the ‘PhD progress’ tool in KU Locket.
- Appoint a **supervisory committee**. Each PhD researcher is supervised by a corresponding supervisor. One or more (co-)supervisor(s) can also be assigned. In total there can be no more than four (co-)supervisors. Each member subscribes separately to the charter. The supervisory committee consists of the (co-)supervisor(s) and at least two other members. The supervisory committee needs to be sufficiently diverse, and doesn't consist exclusively of members of the same research group. The responsibility of the supervisory committee is to monitor the progress of the doctoral research by means of the annual progress report. The PhD researcher or (co-)supervisors can also appeal to the members of the supervisory committee for additional discussions. The members of the supervisory committee have to be listed in the first progress report on the basis of which the doctoral committee will give its approval about the composition of the supervisory committee. If the composition needs to change afterwards, this can be done by sending an email to the [doctoral administration](#).

All PhD researchers can access the LUCA campuses with their KU Leuven student card after registration. They also have the possibility to use some interesting **facilities and infrastructure**:

- Lending services from LUCA. You can reserve material (cameras, musical instruments etc.) online via the online booking platform LUS (LUCA Uitleen Software): <https://lus.luca-arts.be/>. LUS is free for funded and non-funded PhD researchers, but the lending period can be limited.

- The library and online databases of LUCA. More information about the LUCA libraries, eBib and the links to the scientific databases can be found at <http://www.luca-bibliotheken.be/>
- The workshops on the campuses, see this link on Toledo: [www.luca-arts.be/werkplaatsen](http://www.luca-arts.be/werkplaatsen)  
Bear in mind that this concerns the workshops only. The studios (ateliers) are only open to Bachelor's and Master's students.
- Printing in LUCA is possible with [Papercut](#)
- Access to Academic Software via: <https://www.academicsoftware.eu/dashboard>.
- Access to the eLearning platform [www.lynda.com](http://www.lynda.com) via: <http://linkedinlearning.luca-arts.be>

Keep in mind: PhD researchers funded by LUCA, KU Leuven or FWO log in into the above LUCA applications with their u-number, the other researchers log in with their r-number. For funded PhD researchers, Adobe, printing as well as the workshops are free. LUS, Lynda and some academic software (incl. Microsoft 365) is free for non-funded PhD's as well. Follow the links or contact the persons in charge for information on prices for non-funded PhD researchers.

#### 4. Joint PhD's

Together with the (future) supervisor the PhD researcher requests authorisation from the doctoral committee to prepare a thesis in partnership. This is done at the same time as the application for authorisation to enrol as a PhD researcher, or else at the latest one year after the doctoral period begins.

In order to apply for a joint PhD, the supervisor needs to complete this "[Request for a joint PhD](#)".

For more information about joint PhD's please take a look at this website from the Doctoral School: [University-wide Approach for Joint PhDs – Research \(kuleuven.be\)](#).

#### 5. Doctoral program

The doctoral program is obligatory and must be successfully completed before the PhD researcher is permitted to defend the PhD. The doctoral program consists of:

- Following the course component '[Scientific integrity for starting PhDs](#)' during the first year of the doctoral program.
  - This course is mandatory for PhD researchers whose doctoral period started during or after the 2014-2015 academic year.
- The writing of at least one scientific publication at an international level or a similar achievement at an international level.
  - By a publication at international level is meant: a peer-reviewed contribution, aimed at an international audience, about his/her own research. The contribution must be published or be accepted for publication.
  - By a similar achievement at an international level is meant: a Creation in the Arts or Design resulting from one's own research and presented to an international audience by means of the appropriate medium. The publication or creation should be archived in Lirias.
- giving at least two seminars, either about his/her own research, or on a more general theme,
- giving at least one oral or poster presentation at an international scientific conference,
- Participating in 4 seminars organized by the supervisor, research unit or research cluster as well as 3 seminars organized outside of the research cluster or research unit.
  - A doctoral student may submit a motivated proposal for an alternative seminar series or course component for the doctoral committee's approval, provided this proposal is supported by the supervisor. This is done by sending a mail to the [doctoral administration](#).
  - The docARTES doctoral training programme is accepted as an alternative seminar series. Please note that docARTES does not replace the other elements of the doctoral program.
  - This is applicable to all PhD students who were enrolled after January 1 2020. PhD students who started their doctorate before this date, have to follow "at least one seminar series or course component specifically organized for PhD researchers". It is up to the supervisor to specify this seminar series or course component.

- Reporting on an annual basis on the progress of the doctoral research.
  - Progress reports are submitted in KU Loket, where you can also find the deadline for the next progress report as well as a link to the report template.
    - step 1: Download the relevant template and fill out the required fields.
    - step 2: Attach a written report of the progress (approx. 2 pages). The progress report should clearly describe the progress made from the start of the doctoral project to date. The progress report can be written in English or in Dutch.
    - step 3: Send the filled out template to your supervisor, ask him/her to write an evaluation of your scientific progress on behalf of the supervisory committee and sign the progress report
    - Step 4: send the signed progress report to your head of the research unit and ask him/her to sign it as well
    - Step 5: upload the signed progress report to KU Loket (via the tab Research > PhD progress)
  - Once uploaded, the doctoral administration sends the progress report to the doctoral committee for its approval.

## 6. Doctoral defense

The doctoral program must be successfully completed before the PhD researcher is permitted to submit the thesis and defend publicly. If you wish to defend your PhD, please contact the [doctoral administration](#) for the concrete planning of the defense. The last two pages of this handbook are examples of the **frontpage** for your thesis. Please note that you're allowed to make your own creative frontpage, as long as the necessary elements are mentioned. Herewith the link to the logo of [LUCA School of Arts](#) and the [KU Leuven](#).

These are the steps towards becoming a doctor in the arts:

The supervisor fills out the “**defense application form**” from the [templates-website](#) in which she or he confirms that the doctoral program is completed. The supervisor makes a proposition concerning

the composition of the examination committee and gives a time and place for the defense and the presentation of the artistic results. The supervisor checks if the proposed members of the evaluation committee or available on the proposed date(s).

- Guideline for the **composition of the examination committee:**

1. Jury members who are involved in the doctoral project
  - (a) Supervisor(s) (obligatory)
  - (b) Co-supervisor(s) (optional)
  - (c) Members of the supervisory committee (optional)
2. Jury members who are not involved in the doctoral project
  - (a) Chairman (the dean of the faculty or a vice-dean if the dean is indisposed or is involved in the doctoral project)
  - (b) At least one member with a “ZAP”-appointment at KU Leuven
  - (c) At least one member with an “OP”-appointment at LUCA School of Arts (a different person than 2.b)
  - (d) At least one member with expertise in the research field and/or artistic field of the PhD, without an appointment at KU Leuven or LUCA School of Arts

- Concerning the **location of the public defense:**

The location for defense and artistic presentation is chosen by the PhD student and his/her supervisory committee. The defense can either be organized at a LUCA campus or on location, for instance in a museum, a cultural center or a concert hall. Take into account the following requirements concerning the location:

- A room for at least 50 people where the public defense can take place. The members of the examination committee are preferably seated at a long table. There is water and glasses on the table, as well as a microphone (if necessary). The defendant either stands or is seated at a table with water, a glass and a microphone (if necessary). Ideally, the three parties (the examination committee, the defendant and the public) are positioned in a triangular arrangement so that everyone can see each other.

- A separate meeting room for the jury. This is used for two closed meetings during the defense. It is important that no one has to enter or pass through. Water, tea and coffee are provided.
- A space for the artistic or design presentation if it takes place during the defense. The organization of the presentation is the responsibility of the PhD researcher.
- If possible, someone who professionally records the public defense and artistic presentation. The [doctoral administration](#) can hire a photography student to do this.

- Concerning the **presentation of the artistic or design results;**

According to the doctoral regulations, the PhD in the Arts consists of a thesis as well as (a) creation(s) in arts or design. Both parts are considered equal and as a unity. Together they show evidence of the ability to create new knowledge. It is therefore important that the evaluation committee is able to evaluate the artistic component together with the written thesis and that objections to the defense – if any – take into account both components and not only the thesis.

If the presentation takes place during the doctoral defense and if the artistic results cannot be integrated into the PhD thesis (e.g. as images), the candidate adds a **digital exposition** to the thesis consisting of digital reproductions of the artistic results (sound files, scores, videos, images, games ...) and/or a detailed description of the planned presentation. The exposition should allow the examination committee to properly evaluate the artistic component.

The artistic component can be presented to the examination committee **before to the public defense**. To be accepted as part of the defense however, take into account that the doctoral committee has to have approved the composition of the examination committee. Contact the [doctoral administration](#) to discuss a suitable planning.

The corresponding supervisor sends the signed defense application form together with the PhD thesis (and the digital exposition if relevant) by e-mail to the [chairman of the doctoral committee](#) with the [doctoral administration](#) in cc **at least 3 months** before the planned date of the doctoral defense. Please do not submit defense requests during the month of July as most members of the doctoral committee are not available to approve the request. Avoid defenses to take place in July or

August. The doctoral committee approves the request or may ask for changes. This approval usually takes about 10 days.

After the approval of the doctoral committee, the members of the **evaluation committee** receive the digital copy of the thesis (and the exposé of the artistic results if applicable) for evaluation. The members of the evaluation committee have the right to raise **objections** against the doctoral defense if they consider the quality of the doctoral results to be insufficient up until one month before the planned PhD defense. Should this be the case, the chairman will consult the other jury members and decide if the defense has to be withdrawn and if changes to the dissertation and the artistic results are necessary.

After the approval of the doctoral committee and before the objection deadline, the PhD researcher prints the thesis and sends or brings the **physical copies** to the doctoral administration on campus Sint-Lukas in Brussels. There should be a copy for each jury member +3 for the libraries and archive. The doctoral administration sends the copies to the members. The PhD researcher can also send copies directly to members of the examination committee if he or she wishes, e.g. to the (co)-supervisor(s).

The PhD student archives his thesis and the creations in the arts or design in **Lirias** if there were no objections made by the evaluation committee. From then on the defendant can **announce** the public defense. The doctoral administration equally announces the public defense via e-mail and social media and provides an inscription link for the defense to monitor the number of participants. The defendant sends an image – or a personalized invitation – to the [doctoral administration](#) which will be used for the announcement.

About two weeks before the defense, the members of the evaluation committee are asked to send an **evaluation report** which usually consists of a general appreciation, critical remarks as well as questions that the member would like to ask on the day of the public defense. The reports are send

to all jury members a few days before the defense. The defendant has the right to request the evaluation reports after the defense.

### **Program of the defense;**

The program of the defense will always differ according to the specific circumstances (available hours, the location, artistic presentation, etc.), but a few elements reoccur:

- Visiting the artistic presentation (if it takes place on the day of the defense)  
In case of an exhibition, the PhD researcher gives the examination committee a guided tour and the jury can ask questions on the spot. The tour is only for the jury, not for the public. The public can visit the exhibition before or after the public defense (but not during the guided tour for the jury). The visit usually takes place prior to the first closed meeting. In case of a concert or theater play, the audience is usually invited to take part as well.
- First closed meeting (1 hour). Each member of the evaluation committee discusses his/her findings about the PhD (appreciations, critical comments) with the other members. The jury members have prepared some questions to ask the PhD researcher during the public defense. The members discuss who will ask which questions. The chairman of the jury does not ask a question to the candidate. The Q&A lasts 75 minutes, corresponding to five jury members who each have fifteen minutes to ask a question and receive an answer. For juries with more than five members – the chairman aside – the number of questions stays limited to five. In that case, the external jury members are given priority to ask a question and the supervisory team limits its number of questions, whereas the members of the supervisory committee are given priority over the (co)supervisor(s). In case of five external jury members, the supervisory team refrains from asking any questions. In the case of four jury members, the Q&A still lasts 75 minutes, thus each member is given a few minutes more time.
- The public defense itself consists of the following parts:
  - Welcome by the chairman of the examination committee (10 minutes)
  - Presentation of the defendant (30 minutes)
  - Q&A (75 minutes)

- Closed 10-minute jury meeting in a separate room (the public remains in the defense room)
- Proclamation & laudation (10 minutes)
- The reception. A reception is not obligatory (but usually takes place) and is organized by the PhD researcher

If the defense is successful, the examination committee declares that the defendant has successfully passed the public defense and is granted with the degree of Doctor in the Arts. A few weeks later, the PhD diploma is ready to be picked up at the doctoral administration's office or can be sent to the doctor's home address.

## 7. Financing your PhD

### Grants and allowances

- **Conference allowance of the Doctoral School.** The Doctoral School for the Humanities and Social Sciences can grant a financial contribution of max. 500 euro to PhD researchers for attending and actively participating in an international conference, symposium or summer school. The allowance can only be granted once during the doctoral program of the PhD researcher. Please find the details of conditions and the request form [here](#).
- **Academische Stichting Leuven** encourages young researchers to gain international exposure by enabling them to give talks at **international conferences**, and via **research grants**. The grants are available for PhD students in their first or second year of their PhD. See [here](#) for the conditions and the application form.
- **FWO grants for outgoing mobility**
  - Grant for **participation in a conference abroad**. The FWO encourages mobility among researchers and international contacts between research groups. This grant supports researchers who wish to actively participate in an international scientific conference abroad. See [here](#) for the conditions and application procedure.

- Grant for a **short study visit abroad**. This grant supports researchers who wish to spend a short period abroad to perform research in a non-Belgian organisation, to specialize in specific research techniques, to perform archive research and/or fieldwork abroad, under the condition that it concerns (strategic) basic research. See [here](#) for the conditions and application procedure.
- Grant for **participation in a workshop or course abroad**. This grant supports researchers who wish to participate in a course or workshop abroad giving them the opportunity to (further) specialize in their area of interest in a scientific knowledge or research center within the framework of research or new techniques. See [here](#) for the conditions and application procedure.
- Grant for a **long stay abroad**. This grant supports researchers who will be staying abroad for a longer period to perform advanced research, to specialize in specific research techniques, to perform archive research and/or fieldwork. Appointment of min. 50% at LUCA or KU Leuven. See [here](#) for the conditions and application procedure.
- There is a budget of 100 euro for travel costs related to the **gathering of the supervisory committee**. This can be requested once during the PhD trajectory by sending a mail to [phd.schoolofarts@kuleuven.be](mailto:phd.schoolofarts@kuleuven.be).
- Each **research unit** of LUCA has a budget (“impulsmiddelen”) to stimulate research projects within the unit. Contact the head of your research unit to see if a financial contribution in the context of your PhD project is possible and what the conditions are to apply.

#### Financial contributions to the defense

- The defendant has an available budget of max. **2500 euro** from LUCA School of Arts for costs specifically made for the presentation of the creations in the arts or design (exhibition, concert, recording, artist’s book, film presentation, ...). KU Leuven provides max. **500 euro** for all other costs related to the defense (prints of the dissertation, reception, inscription fee for the last year, ...). The reimbursement of the above costs is done after the defense and on the basis of the actual receipts, which have to be sent by e-mail to the doctoral administration and the originals by post to the Research and Project Office, Paleizenstraat 70, 1030 Brussel.

- There is budget of max. 500 euro for **fees for jury members** without an employment at a higher education institution or with an employment less than 50% at a higher education institution. The maximum fee per jury member is 250 euro. There is no fee for jury members who are employed at LUCA School of Arts or KU Leuven. The doctoral administration contacts the jury members concerning these fees and handles the reimbursement directly with them.
- **“Meet the Jury”**. Once during the doctoral trajectory (from the start of the doctoral program to the defense) the PhD researcher or supervisor can apply for support to meet the travel and/or accommodation costs of one international member of the supervisory committee and/or examination committee. During their visit, the international expert will present a seminar or workshop with specific and demonstrable added value for doctoral students. The doctoral researcher, supervisor and/or the doctoral administration informs the research units at the other Flemish universities of this “meet the jury” initiative. The “Meet the Jury”-funding at KU Leuven foresees in a budget of max. 400 euro for international experts from EER-countries and max. 600 euro for international experts from non-EER countries. Please find the details of conditions and the request form [here](#). Requests need to be submitted two months before the planned activity by sending the request form to [phd.schoolofarts@kuleuven.be](mailto:phd.schoolofarts@kuleuven.be).
- The faculty has an available budget of 400 € for the reimbursement of the **travel costs** of jury members.

### **Roger Dillemans Excellence Award for PhD Researchers in the Arts**

The Roger Dillemans awards up to 2 prizes of 5000 euro yearly to PhD researchers in the Arts. Applications are open to PhD students who have been admitted to the Doctoral Program in the Arts and who have successfully submitted their first progress report. The deadline for applications is usually in April/May. The conditions, the regulations, the composition of the selection committee and the application form can be found [here](#).

### **PhD Fellowship fundamental research (FWO)**

Full-time funded doctoral fellowships of 4 (2+2) years, for both fundamental research and strategic basic research. The supervisor must have an appointment at KU Leuven (ZAP); the co-supervisor is a researcher with a doctorate. More [info](#).

#### **Baekeland mandate (VLAIO)**

With this personal funding you carry out (post-)doctoral research with an economic purpose in collaboration with a company. The company submits the application, in collaboration with a university. More [info](#).

#### **Applied PhD (Innoviris)**

Personal funding from the Brussels Region for a “professional doctorate”. While conducting the PhD, the researcher must spend at least 50% of his time working for the partner company or public authority. More [info](#).

#### **PhD Scholarship for Researchers from the South (KU Leuven Internal Funds)**

4 year PhD scholarship for a candidate from a developing country who wishes to obtain a doctorate at KU Leuven (“developing country” refers to a country on the [OECD DAC-list](#) from the categories “Least Developed Countries”, “Low Income Countries” or “Low Middle Income Countries”). The project must address a topic that is relevant for sustainable development. More [info](#).

#### **Yearly call for PhD scholarships in the Arts**

Each year – if it is budgetary possible – the Research Council of LUCA School of Arts offers one or more four-year scholarships to pursue a PhD in the Arts at KU Leuven. The research council is looking for outstanding PhD projects with a clear relevance for one or more research objectives of LUCA. The call can be general or thematic, focusing on specific research objectives. The call for proposal is usually launched in March/April with a deadline in May/June. The selected candidates start on October 1. The call is sent to all PhD students and supervisors and announced on the [website](#) and in the newsletter.

**Associated Faculty of the Arts**  
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**LUCA**  
SCHOOL  
OF  
ARTS

### **Job offerings at LUCA or KU Leuven**

Vacancies for research and teaching assistant positions at LUCA School of Arts or for PhD Scholarships in the Arts at KU Leuven are listed on the [jobsite](#) of LUCA School of Arts. Check the job offerings website regularly.

Make sure to visit KU Leuven's [Gedocumenteerd](#) as well, as different kinds of financing options are listed here. In the menu on the left you can filter by statute and domain.

**TITEL VAN HET DOCTORAAT**  
ONDERTITEL VAN HET DOCTORAAT

Jan JANSENS

Promotor:  
Prof. A. Xyz

Proefschrift voorgedragen  
tot het behalen van de  
graad van Doctor in de  
Kunsten

[maand jaar]

KU Leuven / LUCA School of Arts  
Associated Faculty of the Arts



**TITLE OF THE PHD**  
SUBTITLE OF THE PHD

Jan JANSENS

Supervisor:  
Prof. A. Xyz

Dissertation presented in  
partial fulfillment of the  
requirements for the  
degree of Doctor in the  
Arts

[month year]