SisA

Student Selfservice

Universiteit Antwerpen

Quick Reference Guide

FOR DOCTORAL STUDENTS

CONTENTS
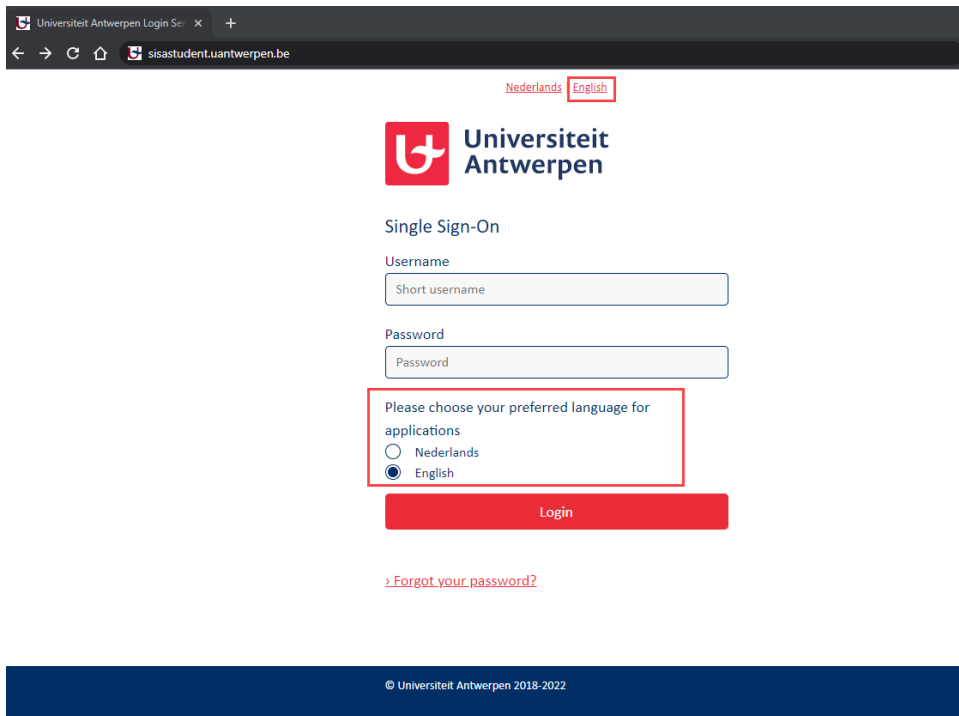
SisA
Student Selfservice

IMPORTANT

Never use the browser navigation (arrows) in SisA and don't press ESC to leave a page. Use the navigation tools in SisA and don't forget to sign out when you have finished working in SisA.

If you want to generate a document from SisA it is important that the pop-up blocker of your browser is turned off.

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1. ENROLLING FOR THE ADS-COURSES

Step 1

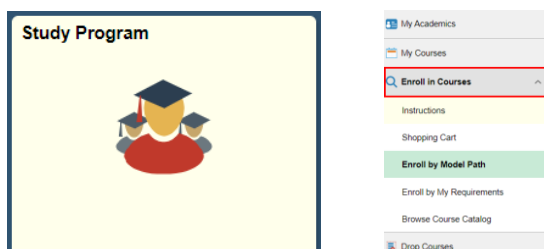Go to https://sisastudent.uantwerpen.be , select English as language and log on with your User ID (s0000000) and password that you received upon enrolment. Always use your student account, not your staff account.

Step 2

Click on the tile "Study program" and choose "Enroll in courses" in the menu on the left.

If you have already enrolled for the next academic year and the date is between 16 July and the start date of the next academic year you will be able to select the academic year. During the rest of the year this will not be possible.

Step 3

Click on "Enroll by Model Path" to get an overview of the courses.

You get an overview of the courses per competence category.

SisA

Universiteit Antwerpen

< Student Selfservice	Study Program	🏠

Academic year 2019-2020
PhD

- 🔲 My Academics
- 🗂 My Courses
- 🔍 Enroll in Courses ⌄
  - Instructions
  - Shopping Cart
  - **Enroll by Model Path**
  - Enroll by My Requirements

▼ doctoraatsopleiding

doctoraatsopleiding

Doctoral training

doctoraatsopleiding

▼ **Research skills and techniques**

9 rows

Studiegidsnr	Description	Units	When	Status
4100ADS002	E-bronnen voor de sociale en h	0.30	1E SEM	›
4100ADS003	Excel: intermediate tips and t	0.70	Academic year 2018-2019	✅ Earned ›
4100ADS004	Excel: Database Management and	0.70	1E/2E SEM	›
4100ADS005	Excel: Data-analyses, Simulati	0.70	1E/2E SEM	›
4100ADS006	Access: basis	2.10	1E/2E SEM	›
4100ADS008	E-sources: Exact sciences	0.30	1E SEM	›
4100ADS009	E-sources: Law	0.30	1E SEM	›
4100ADS010	E-sources for the (bio-)medica	0.30	1E SEM	›
4100ADS011	E-sources for the social and h	0.30	1E SEM	›

▼ Research environment

▼ **Research management**

3 rows

Studiegidsnr	Description	Units	When	Status
4300ADS001	Project management	2.10	1E/2E SEM	›
4300ADS002	Word: Long Documents	0.70	Academic year 2018-2019	⚠ Wait. List ›
4300ADS005	Mindmapping	0.30	1E/2E SEM	›

▼ **Personal effectiveness**

5 rows

Studiegidsnr	Description	Units	When	Status
4400ADS001	Time management	0.90	1E/2E SEM	›
4400ADS002	Achieving your goals and perfo	2.40	1E/2E SEM	›
4400ADS003	Personal Effectiveness	2.10	1E/2E SEM	›
4400ADS004	Under pressure (Dutch course)	0.60	1E/2E SEM	›
4400ADS005	Under pressure (English course	0.60	1E/2E SEM	›

▼ **Communicative skills**

10 rows

Studiegidsnr	Description	Units	When	Status
4500ADS001	Giving presentations in Englis	1.50	1E/2E SEM	›
4500ADS002	Writing academic papers	1.20	1E/2E SEM	›
4500ADS003	Communicating effectively	1.20	1E/2E SEM	›
4500ADS006	Applied communication	2.80	1E/2E SEM	›
4500ADS007	Applied communication	2.10	1E/2E SEM	›
4500ADS008	PowerPoint	0.70	1E/2E SEM	›
4500ADS009	Speed reading	1.20	1E/2E SEM	›
4500ADS011	Effective written documents	0.80	1E/2E SEM	›
4500ADS012	Analytic Storytelling	1.40	1E/2E SEM	›
4500ADS013	How to deal with media and jou	1.00	1E/2E SEM	›

▼ **Networking and teamwork**

4 rows

Studiegidsnr	Description	Units	When	Status
4600ADS001	Leadership and teamwork	3.50	1E/2E SEM	›
4600ADS002	Leadership and teamwork	3.50	1E/2E SEM	›
4600ADS003	Cross-cultural intelligence	1.00	1E/2E SEM	›
4600ADS004	Optimizing cooperation	1.00	1E/2E SEM	›

▼ **Carreer management**

3 rows

Studiegidsnr	Description	Units	When	Status
4700ADS001	Sollicitation techniques	1.80	1E/2E SEM	›
4700ADS002	Grow your future career	2.10	1E/2E SEM	›
4700ADS003	Write a non-academic cv	1.00	1E/2E SEM	›

Step 4

Click on the course that you want to take or on which you want more information. (E.g. the course 'Acces: basis' in the competence category 'Research skills and techniques'.)

You will see different sessions of the courses and the waiting list (if there is one).

Step 5

Click on the arrow next to "Course information" for more info.

Cancel **Class**

COMPCATA 4100ADS006
Access: basis

▼ Course Information

Units	2,10
Grading	Pass/Not Pass
Components	Exam, Laboratory
Course Career	PhD

Course information

▼ Class Selection

Select a class option ⓘ

Option	Status	Session	Class	Meeting Dates	Days and Times	Room	Instructor	Extra Info	Time Conflict	
1	Open	1st and 2nd semester	ZIT1 Exam 16538	23/09/2019 - 20/09/2020	To be announced	To be announced	Staff			›
			PR01 Laboratory 16539		More details	S.P.201	Peter Roozenbeek			

For more information about the course, click on 'Link to Course information'. You will be directed to the ADS-website.

Universiteit Antwerpen

Zoeken   🔍   🇬🇧 English 🔒

Universiteit Antwerpen

Antwerp Doctoral School

| Procedure doctoreren | Training en opleidingskrediet | Reglementen en documenten | Dubbeldoctoraten | Contact |

Je bent hier: ... › Antwerp Doctoral School › Training en opleidingskrediet › Trainingsaanbod › Cursusaanbod ADS

Training en opleidingskrediet

> Trainingsaanbod
> Cursusaanbod ADS
> Taalopleidingen
> Opleiding onderzoeksmethoden
> Proefdierkunde
> Dive into...
> Wetenschap voor iedereen
> Bachelor- of mastervakken volgen
> f-Tales
> What does it mean to be a researcher in the 21st century?
> Knowledge for Growth
> From PhD to Job Market
> Systematic Review - Cochrane
> VIB
> Regelgeving trainingsaanbod
> Opleidingskrediet
> Evenementen en oproepen
> Talent Center

Access basis

Prerequisites:

You have no or very little experience with access.
We assume, however, that you have you can work smoothly with one or more office applications.

Description:

During this training you learn to create a simple relational database. You learn the different components of access such as tables, reports, queries and forms.

Content:

Introduction:

• Database parts
• Access screen
• The navigation window
• The access ribbon
• Use "Help"

Working with a database:

• Opening and saving of database
• Viewing database objects in different reproductions
• Data input
• Quick search
• Quick print

Practical information

Date:

3 days: 26 April, 3 May and 10 May 2019

Hours:

from 9h30 till 17h00

Location:

Stadscampus - Building P - Room P.117

Teacher:

Bit by Bit

Language of the course:

English

Docop-points:

This course counts for 2,1 docop-points.

Registration:

via the Sisa Selfservice (log in with your student account)

You'll see that some courses are organized several times within the same semester (e.g. Applied Communication, Writing Academic Papers, Giving Presentations,...).

If you want to enroll for such a course you choose the preferred session in this screen: HC01, HC02 or HC03 (HC= Hoorcollege (Lecture)). You'll also see the dates, times and location of the course sessions when clicking on "More details". Select the preferred session by clicking on the row.

Cancel				Class						

COMPCATA 4100ADS006
Access: basis

▶ Course Information

▼ Class Selection

Select a class option ⓘ

Option	Status	Session	Class	Meeting Dates	Days and Times	Room	Instructor	Extra Info	Time Conflict	
1	Open	1st and 2nd semester	ZIT1 Exam 16538	23/09/2019 - 20/09/2020	To be announced	To be announced	Staff			>
			PR01 Laboratory 16539		More details	S.P.201	Peter Roozenbeek			

Click "Yes" in the pop-up window to add the course to your shopping cart.

Do you want to add this course to your shopping cart?

Yes	No

You come back to the course list and you'll see that the course has been added to your shopping cart.

▼ Research skills and techniques

9 rows

Studiegidsnr ⇕	Description ⇕	Units ⇕	When ⇕	Status ⇕	
4100ADS002	E-bronnen voor de sociale en h	0.30	1E SEM		>
4100ADS003	Excel: intermediate tips and t	0.70	Academic year 2018-2019	✅ Earned	>
4100ADS004	Excel: Database Management and	0.70	1E/2E SEM		>
4100ADS005	Excel: Data-analyses, Simulati	0.70	1E/2E SEM		>
4100ADS006	Access: basis	2.10	Academic year 2019-2020	⭐ In Shopping Cart	>
4100ADS008	E-sources: Exact sciences	0.30	1E SEM		>
4100ADS009	E-sources: Law	0.30	1E SEM		>
4100ADS010	E-sources for the (bio-)medica	0.30	1E SEM		>

Step 6

Go to the "Shopping cart" in the menu on the left. Select the course by ticking the box and click on "Enroll".

Step 7

Click on "Yes" to confirm. You get the following confirmation.

2. CONSULTING YOUR ENROLMENTS

Repeat step 1 and step 2 under 'Enrolling for the ADS-courses'.

Click on "My courses". Click on a course to view the details. The course will always have 2 activities:

1) a laboratory (e.g. for pc-courses) or a lecture

2) an exam

This is due to the fact that SisA was mainly built for courses in the Bachelor and the Master. For those courses exams are taken.

On the contrary, there are <u>never</u> exams connected to the ADS-courses. You don't have to take any exams. You may disregard 'Exam' on this screen.

Via 'Enroll in courses" and "Enroll by Model Path" you can enroll for other courses or you can register on a waiting list.

In the column 'Units' you can see how many points are attributed to each course for the doctoral training. When you are registered on a waiting list, the points are not counted in the total units.

3. COURSE IS FULL: REGISTERING ON THE WAITING LIST

If you want to enroll for a course but it is full, you can only register on the waiting list.

If there are a lot of doctoral students registered on a waiting list, the ADS will check if the course can be planned again in the same semester. People registered on the waiting list will get priority for enrolment.

When a participant cancels his/her enrolment, the ADS can contact a person on the waiting list asking him/her if he/she still wants to enroll for that course.

Step 1

Follow **step 1** to **step 4** as in chapter '1.Enrolling for ADS-courses'.

Step 2

You can only select the waiting list. The other groups are closed. Click on the row of the waiting list.

Cancel				**Class**				

COMPCATE 4500ADS012
Analytic Storytelling
▶ **Course Information**
▼ **Class Selection**

Select a class option ⓘ

Option	Status	Session	Class	Meeting Dates	Days and Times	Room	Extra Info	Time Conflict
1	Wait List	1st and 2nd semester	ZIT1 Exam 16577	23/09/2019 - 20/09/2020	To be announced	To be announced		
			PR03 Laboratory 16580		To be announced	To be announced		＞
2	Closed	1st and 2nd semester	ZIT1 Exam 16577	23/09/2019 - 20/09/2020	To be announced	To be announced		
			PR01 Laboratory 16578		Thursday 10:00 to 17:00	M.A.302		
3	Closed	1st and 2nd semester	ZIT1 Exam 16577	23/09/2019 - 20/09/2020	To be announced	To be announced		
			PR02 Laboratory 16579		Tuesday 10:00 to 17:00	M.A.302		

Step 3

Follow **step 5** to **step 7** as in chapter '1.Enrolling for ADS-courses'. You will see on each page that it concerns a waiting list.

When you have successfully registered on the waiting list, you will get the message below.

✔ **COMPCATE 4500ADS012 - Analytic Storytelling**
Class 16577 is full. You have been placed on the wait list in position number 24.

Please note: registrations on the waiting list will appear in the list of "My courses" but they do not count towards the total.
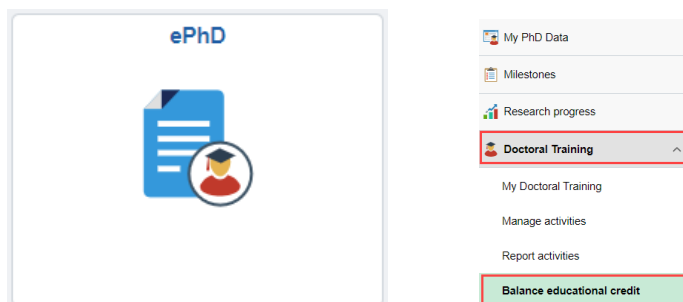
4. DROPPING AN ADS-COURSE

If you want to drop a course, you send an email to the ADS (adscourses@uantwerpen.be).

When dropping a course, take into account the regulations regarding ADS-courses. You can find these on the website: https://www.uantwerpen.be/en/research-and-innovation/phd/antwerp-doctoral-school/training-and-educational-credit/regulation-training-offer/.

5. CONSULTING YOUR EDUCATIONAL CREDIT

Log onto SisA with your student account (see also chapter 1, p.1.)

Click on the tile "ePhD" and choose first "Doctoral Training" and then "Balance educational credit" in the menu on the left.

You will get the screen **"Balance educational credit"** on which you can consult your educational credit.

If you haven't yet submitted a request for educational credit, the information shown will be limited.

You can find more information about the educational credit and the conditions to request it on the ADS-website.

You will see **the available balance** at the top. That is your current available amount of educational credit. This amount takes the following into account: the maximum amount you can request per academic year and your already approved requests for educational credit.

If you are not entitled to educational credit, you will see a message to that effect.

You will also see your **present limit**. Depending on the number of academic years in which you have been enrolled for a PhD this amount will be 500 EUR, 1.000 EUR or 1.500 EUR respectively.

Balance educational credit

Available balance 1085,00

Present limit 1500,00

Term	Date Added	Project	Financed amount
2190	13/02/2020	Statua course R Workshop - Jan. 2020	50,00
2200	02/11/2020	Linguapolis taalcursus NEDERLANDS start oktober 2020	320,00
2200	30/03/2021	Linguapolis Nederlands	45,00

Below you will see **the projects per academic year**. You get an overview of your approved requests for educational credit ordered per academic year. In SisA these requests are called 'projects'.

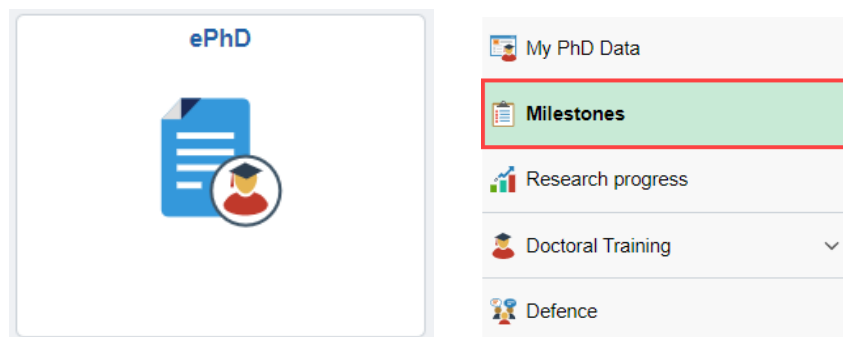The different academic years are shown one below the other.

If you are exempt from the doctoral training you will get a message that the educational credit is not available. Only doctoral students that follow the doctoral training can avail of it.

6. FOLLOW-UP ON YOUR MILESTONES

Starting from the academic year 2022-2023, the faculty will add a set of administrative milestones for each doctoral student. It is important that you follow-up on these milestones and that you take the necessary action to complete them. Doctoral students who are near the end of their doctoral training will have a smaller set of milestones than starting doctoral students.

To view your milestones, log onto SisA with your student account (see also under 1, page 1.)

Click on the tile "ePhD" and choose "Milestones" in the menu on the left.

You will get an overview of you milestones. These are grouped per phase. Click on the arrows to expand the other phases.

The phase with the first incomplete milestone will be expanded. As soon as all milestones of a phase are completed, this will be collapsed and the next phase will be expanded.

Milestones

▼ Phase: Start of the PhD

1 row

Description	Due Date	Status	Date Completed	
Composition of the individual PhD commission		Incomplete		>

▶ **Phase: obligations during the PhD**

▶ **Phase: preparing the thesis**

▶ **Phase: preparation of the defence**

Click on the milestone for more details about what needs to be done to complete the milestone.

Details milestone ⊗

When the faculty approved your PhD, an IPC was already assembled. Your PhD file manager will add this information to SisA as soon as possible.

Should the faculty not have added a set of milestones for you yet, you will get the following message.

Milestones

The faculty administration has not added any milestones for you yet.

7. ADD ACTIVITIES DOCTORAL TRAINING

Log onto SisA with your student account (see also chapter 1, p.1.)

Click on the tile "ePhD" and choose first "Doctoral training" and then "Manage activities" in the menu on the left.

Under the link "Crucial documents for adding activities in SisA" you will find all relevant information such as regulations and manuals.

Click on the button "add activity".

Manage activities

Add the requested information for the activities that you have done for the doctoral training. You can add more activities by clicking on "Add activity". Once you have added all your activities you can submit your report for peer review by going to "Report activities".

Crucial documents for adding activities in SisA (Phase 2, point 5, step 1A)   Overview points until '17-'18

Add activity   Delete activity

If you are exempt from the doctoral training or if you have completed the doctoral training programme you will get a message to that effect and you will not be able to add activities.

First, choose the type that fits your activity.

You can choose from:

1. Courses and career development
2. Education and (academic) services
3. Publications and productions/creations
4. (Academic) Communication
5. Project proposals and recognitions

Next choose the activity that you want to add.

Depending on the type you have chosen you can choose from:

3. Publ.& prod./creations

Author
Contributor
Creator
Editor or editorial board member
Performer
Reviewer of manuscript

4. (Academic) Communication

Construction or maintenance of an academic website
Giving a presentation
Organization of scientific or science popularizing activity
Participant in panel discussion
Press conference or interview

5. Project prop.& recognitions

Individual scientific prize
Patent
Project defence
Writing a project proposal for FWO/VLAIO/BOF or similar
Writing a project proposal for an individual PhD scholarship

Important: Technically, you can enter any type of activity. However, you need to follow your faculty regulation (see points table). Not every type of activity is applicable to your faculty.

Based on your choice the competence category will be filled out automatically in most cases. For a limited number of activities you will have to select the competence category from a list, based on the competence profile.

Also based on your choices above a number of fields will appear. Fields marked with an asterisk are mandatory. If your activity only took one day, fill out the same date twice (from and to).

In order to prove that you have done the activity you need to either add a supporting link (url) or upload a supporting document. Without a valid certification your activity will be rejected and no points will be awarded.

Please note: the accepted format is PDF.

Give yourself points for your activity, bearing in mind your faculty regulation.

Please note: Use a comma for decimals. You can add one number after the comma.

Please note: you cannot add activities with a future date.

Once you have completed all (mandatory) fields you click on "save".

Your activity will automatically be added to the next progress report. Should you decide (later) that you do not wish to report this activity on the next report, you can deselect it when reporting.

Back   **Add activity**   **Save**

Copy uncertified activity

Test

Date	16/06/2022
Activity ID	1
*Type	1. Courses & career developm. ▾
*Activity	Summer school ▾
*Competence category	Competence Category A - Research skills and techi ▾
*Title	Test
*Organization	University of Cambridge
*Location	Cambridge
*Duration	5

Provide the number of working days

*From	06/06/2022 🗓
*To	10/06/2022 🗓
*Points	3,0

Use a comma as separator for the decimals. You can enter only 1 decimal.

Remarks	

Supporting link

https://www.test.be   ➕ ➖

You can add 3 URLs here. A valid URL should start with http:// or https://

Supporting documents

Upload attachment   ➕ ➖

You can upload 3 supporting documents here. You can upload PDF- or .png files of maximum 5 MB. The file name cannot have more than 50 characters. You can convert an email to PDF in Outlook by choosing "Print" and then clicking on "Save as Adobe PDF". If you have provided an URL to certify your activity it is not compulsory to upload a supporting document as well. If you want to delete a file, tick the box next to your file and click on "delete file".

You will get an overview of all the activities that you have entered grouped per competence category. You can return to an activity and change or delete it.

You can add as many activities as you want by clicking the button "Add activity". It is possible to leave the list of activities and return to it at different times during the year to add more.

If you want to change an activity that you have entered, you can open it by clicking on it. You can now make the necessary changes. Click on "save". If you want to delete the activity, tick the selection box and next click on "Delete activity". It is possible to delete more activities at once.

Manage activities

Add the requested information for the activities that you have done for the doctoral training. You can add more activities by clicking on "Add activity". Once you have added all your activities you can submit your report for peer review by going to "Report activities".

Crucial documents for adding activities in SisA (Phase 2, point 5, step 1A)   Overview points until '17-'18

Add activity   Delete activity

▼ **Competence Category A - Research skills and techniques**

1 row

Select ⬦	Title ⬦	Date ⬦	Points ⬦	
☑	Test	16/06/2022	3,00	>

Should you have reported activities that were rejected previously because they were not (sufficiently) certified you can easily add these again (to the next progress report) by using the button "copy uncertified activity".

Back	**Add activity**	Save

Copy uncertified activity

NEW

Date 16/06/2022
Activity ID 1·
*Type [⌄]

You will get a list with uncertified activities. Select the right activity.

Cancel	**Lookup**	

▶ Search Criteria
▼ Search Results

2 rows

Activity ID ⬦	Type ⬦	Activity ⬦	Title ⬦
9	4. (Academic) Communication	Giving a presentation	Decision time: Cost estimations and policy implications to advance Universal Health Coverage in Camb
10	4. (Academic) Communication	Participant in panel discussion	Nguyen Ngoc Duc - between formal and informal labour market states in Vietnam (discussant)

All fields will be filled out as before. You can now add another supporting document to certify the activity. Next, click on "save".

You will only be able to do this for activities reported as of 2018-2019.

8. REPORT ACTIVITIES DOCTORAL TRAINING

Click on the tile "ePhD" and choose first "Doctoral Training" and then "Report activities" in the menu on the left.

Click on the relevant academic year to start your report.

Report activities

4 rows

Term	Date of submission	Date of finalization	Report status	
Academic year 2021-2022			Not submitted	>
Academic year 2019-2020	14/08/20 11:14:00	22/09/20 14:13:07	Finalized	>
Academic year 2018-2019	10/08/19 19:45:19	16/09/19 12:36:00	Finalized	>

If you are exempt from the doctoral training or if you have completed the doctoral training programme you will get a message to that effect and you will not be able to report activities. In that case you wil not be able to avail of the educational credit.

You get an overview of all the activities that you have entered under "Manage activities". These activities are grouped per competence category. You will see the total points you are about to report.
Please note: this is a hypothetical total points. During the review of your report, the peer review committee will decide how many points are awarded.

If you expand the competence category you can see the points per activity. If you want to change an activity, go back to tab "Manage activities".

If there is an activity you do not want to include in the progress report, you can deselect it here. The activities that were not included in the progress report remain in the activities list on the tab "Manage activities". You will be able to add them to the next progress report.

Report activities

<div align="right">
Back | Submit
</div>

Below you find a list of all the activities that you have entered on the page "Manage activities". The activities are grouped per competence category. You can select or select activities. Go to "Manage activities" to add more activities. If all the activities that you wish to report are selected on the list below, click on "Submit".

I do not wish to submit activities this year ☐

Expand All | Collapse All

▼ Competence Category A - Research skills and techniques - 4 Pt

3 rows

Select ↕	Title ↕	Date Added ↕	Points ↕
☐	Introduction to Python	08/03/2022	2,00 ›
☑	Evaluation of 5 IOB master theses - Dissertation week August 2021	08/03/2022	1,00 ›
☑	Causal Inference from Observational Studies: Matching	04/04/2022	1,00 ›

▶ Competence Category E - Communication skills - 3 Pt

When you click on 'submit" you will have to confirm that you do not want to include all activities in your report. Click on "OK" when you get the following message.

> You have not selected all activities for this report.
> If this is not a conscious choice, click 'Cancel' to select the missing activities.
>
> OK | Cancel

If your list of activities is complete, click on "Submit".

Report activities

<div align="right">
Back | **Submit**
</div>

Below you find a list of all the activities that you have entered on the page "Manage activities". The activities are grouped per competence category. You can select or select activities. Go to "Manage activities" to add more activities. If all the activities that you wish to report are selected on the list below, click on "Submit".

I do not wish to submit activities this year ☐

Expand All | Collapse All

▶ Competence Category A - Research skills and techniques - 4 Pt

▶ Competence Category E - Communication skills - 3 Pt

If you do not want to submit activities this period, tick the relevant box and enter a reason for not submitting activities (e.g. just started, defence takes place shortly, interruption due to illness, ….). This will be considered a valid progress report.

Next, click on "Submit".

Report activities

Back   Submit

Below you find a list of all the activities that you have entered on the page "Manage activities". The activities are grouped per competence category. You can select or select activities. Go to "Manage activities" to add more activities. If all the activities that you wish to report are selected on the list below, click on "Submit".

I do not wish to submit activities this year   ☑

Reason

In the next step you will be asked to confirm that you wish to submit the report.

Are you sure you want to submit your doctoral training progress report?

Yes   No

If you want to add more activities, click "No" and go back to "Manage activities".
If your report is complete, click on "Yes".
You will get on screen confirmation that your report has been submitted.

Your report status is now "submitted" and a date is indicated.

Report activities

2 rows

Term	Date of submission	Date of finalization	Report status	
Academic year 2021-2022	16/06/22 11:27:01		Submitted	>
Academiejaar 2020-2021	11/08/21 15:45:42	21/09/21 11:52:27	Finalized	>

9. VIEW YOUR DOCTORAL TRAINING PROGRESS REPORT

If you want a detailed summary of your approved activities in SisA up until 2017-2018 you can download an Excel-file. For reports from before 2015-2016 you can contact the Antwerp Doctoral School.

Click on the button "overview points until '17-'18".

Manage activities

Add the requested information for the activities that you have done for the doctoral training. You can add more activities by clicking on "Add activity". Once you have added all your activities you can submit your report for peer review by going to "Report activities".

Crucial documents for adding activities in SisA (Phase 2, point 5, step 1A)   Overview points until '17-'18

Add activity   Delete activity

For your reports as of 2018-2019, Click on the tile "ePhD" and next on "Doctoral Training" and on "Report activities".
Select the relevant academic year. If the report has been reviewed by the peer reviewers or by the compentent committee, the report status will be "Finalized". Click on the relevant row.

Report activities

2 rows

Term	Date of submission	Date of finalization	Report status	
Academic year 2021-2022	16/06/22 11:27:01	16/06/22 11:32:17	Finalized	>
Academiejaar 2020-2021	11/08/21 15:45:42	21/09/21 11:52:27	Finalized	>

You will see the report that you have submitted. You will see the report status again at the top. You'll also see the general remarks of the peer review. In the overview, you will see the points awarded per competence category.

Report activities

Below you find a list of your activities. The activities are grouped per competence category.

General remark peer review
All OK.

[Expand All] [Collapse All]

▶ **Competence Category A - Research skills and techniques - 4 Pt**

▶ **Competence Category E - Communication skills - 3 Pt**

If you expand all and you can click on an activity to see the answer of the peer review committee.

Activity ✕

Date	08/03/2022
Activity ID	9
Type	1. Courses & career developm.
Activity	Course
Competence category	Competence Category A - Research skills and techniques
Title	Introduction to Python
Organization	Flanders Training Network for Methodology and Statistics (FLAMES)
Type course	StatUa
Location	University of Antwerp - Campus Groenenborger building Z
Number of contact hours	19,5
From	15/11/2021
To	17/11/2021
Speaker(s)/professor(s)	Pieter Meysman
ECTS (if applicable)	
Exam taken	No
Points	2,0
Remarks	

Supporting link

https://www.flames-statistics.com/events/introduction-to-python/

Supporting documents

Introduction_to_Python_   .pdf

Feedback	OK
Status	Approved

If your rapport has not yet been reviewed, the report status is "submitted" and you won't be able to see any answers for now.

10. SUBMIT YOUR RESEARCH PROGRESS REPORT

Log onto SisA with your student account (see also chapter 1, p.1.)

Click on the tile"ePhD" and choose "Research progress" in the menu on the left.
Select the relevant academic year.

Research progress

2 rows

Term	Date of submission	Date of finalization	Report status	Evaluation	
Academic year 2021-2022			Not submitted		>
Academiejaar 2020-2021	11/08/21 15:48:55	09/09/21 19:51:22	Finalized	Favourable	>

The title is the title of your PhD-dissertation. If this field is empty, the administration of your faculty has not yet entered your title in the database. Contact your faculty administration to have this rectified.

Fill in the overview to date and your future planning. You can use the available fields of maximum 1000 words or you can refer to a file in attachment.
If you find the available fields too small, put your cursor in the bottom right corner of the text field to extend it.
You can add 3 attachments of maximum 3 MB each. The formats allowed are pdf, doc and docx. You can request a meeting with the doctoral committee by ticking the relevant box.

Click on "Save" to preserve your work intermittently. Click on "Submit" when your have finished entering the report.

Under "Doctoral committee" you can see the people to whom your report will be sent.

Attention: if there is no chairperson of your IDC and/or an administrator registered in SisA, you will not be able to submit the research progress report. You will get a message to that effect.
In that case, contact the faculty administration.

You will get the following message.

Are you sure you want to submit your research progress report?

Your research progress report will be forwarded for evaluation to the chairperson and all the members of your Individual Doctoral Committee. You will not be able to make anymore changes.

Yes   No

Click on "Yes".

If your report has been submitted successfully you will get on screen confirmation. The report status is now "submitted". The date of submission is also shown.

Research progress

Term	Date of submission	Date of finalization	Report status	Evaluation	
Academic year 2021-2022	16/06/22 12:04:36		Submitted	Waiting	>
Academiejaar 2020-2021	11/08/21 15:48:55	09/09/21 19:51:22	Finalized	Favourable	>

2 rows

11. VIEW YOUR RESEARCH PROGRESS REPORTS

Log onto SisA with your student account (see also chapter 1, p.1.)

Click on "ePhD" and choose "Research progress" in the menu on the left.

You will see the overview of the reports you have submitted. If a report has been reviewed by the IDC, the report status will be "Finalized". You can see the evaluation on the right. Click on the relevant row to see the motivation.

Research progress

Term	Date of submission	Date of finalization	Report status	Evaluation	
Academic year 2021-2022	16/06/22 12:04:36	16/06/22 12:10:43	Finalized	Favourable	>
Academiejaar 2020-2021	11/08/21 15:48:55	09/09/21 19:51:22	Finalized	Favourable	>

2 rows

The motivation will either be in the field "Motivation" or in an attached file (Commission attachment).
If the chairperson of the IDC has added a file you can view it here.

If your report has not yet been reviewed the report status is still "submitted" and you won't see the evaluation yet.

12. VIEW OR PRINT A SUMMARY OF YOUR DOCTORAL TRAINING PROGRESS

Log onto SisA with your student account (see also chapter 1, p.1.)

Click on the tile "ePhD" and choose "Doctoral Training" and then "My Doctoral Training" in the menu on the left. You get the following screen.

You get an overview of all approved activities and of the ADS-courses taken for the doctoral training programme.
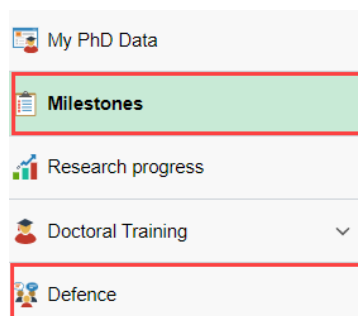Click on "Print" to generate a printer friendly pdf-version.

At the top the total number of points that you have obtained so far for the doctoral training is shown.
For each competence category you see the approved activities and the ADS-courses per academic year.
There is a total of points per year and a total for the competence.

Please note: Activities and courses submitted before the academic year 2015-2016 are not shown in this summary. However, the points obtained do count towards the totals of points. In 2014-2015 (for Applied Economics, Law and IOB this will be a different year) you will see a line with "Conversie" as "Section and title" for every competence for which you have obtained points.

13. FOLLOW-UP ON THE DEFENCE PHASE OF YOUR PHD

In the defence phase of your PhD, a number of steps need to be fulfilled. You can follow-up on these in SisA through the tab "Milestones" or through the tab "Defence" under the tile "ePhD".

🖼 My PhD Data	
📋 **Milestones**	
📊 Research progress	
👤 Doctoral Training	⌄
👥 Defence	

On the "Milestones" page, you will find the relevant milestones in the phase "preparation of the defence".

Milestones

▸ **Phase: Start of the PhD**

▸ **Phase: obligations during the PhD**

▸ **Phase: preparing the thesis**

▾ **Phase: preparation of the defence**

8 rows

Description	Due Date	Status	Date Completed	
Completing the doctoral study programme		Incomplete		>
Submit the doctoral thesis to the IPC		Incomplete		>
Composition of the jury		Incomplete		>
Submit the doctoral thesis to the jury		Incomplete		>
Pre-defence of the doctoral thesis		Incomplete		>
Announcement of the defence		Incomplete		>
Submit the thesis (digital version)		Incomplete		>
Submit the thesis to the library (on paper)		Incomplete		>

On the "Defence" page you will find more details about the required steps related to the doctoral thesis itself.

Defence

▼ Draft doctoral thesis for IDC

For specific information from your faculty about this step, click on the relevant milestone under the tab 'Milestones'.

Status	**Not Submitted**
Advice	**Waiting**

▼ Draft doctoral thesis for doctoral jury

For specific information from your faculty about this step, click on the relevant milestone under the tab 'Milestones'.

Status	**Not Submitted**
Advice	**Waiting**

▼ Announcement public defence doctoral thesis

You need to submit the request 'Announcement public defence' at least three weeks before the public defence.
For specific information from your faculty about this step, click on the relevant milestone under the tab 'Milestones'.

Announcement public defence

▼ Submit final version doctoral thesis

For specific information from your faculty about this step, click on the relevant milestone under the tab 'Milestones'.
The digital version should be submitted in pdf format using the request 'Submit doctoral thesis'.

Submit doctoral thesis

The next step to be completed will be expanded automatically. You can expand the other steps by clicking on the arrows.

14. SUBMIT YOUR CONFIDENTIALITY CHECKLIST

Go to the tile "Requests" and choose "New request". Next choose "PhD doctoral thesis" and next "Submit confidentiality checklist".

Attention: all doctoral students have to submit the confidentiality checklist, even if the doctoral thesis does not contain confidential data. If you have not submitted this checklist, you will not be able to announce your public defence.

In a pop-up you will see your program details. Click on "Next".

Back **Select a program for request 'Submit confidentiality checklist':** Next

Academic Institution	00001 - Universiteit Antwerpen ▾
Academic Career	DOCT - PhD ▾
Academic Program	D0018 - Dr Law ▾
Academic Plan	D0018000 - Dr Law ▾

You will get the following page.

◀ Requests/ My Requests   **Confidentiality checklist**   ⌂ 🔔 ⋮ ◉

ID		
Academic Career	DOCT	PhD
Academic Program	D0018	Dr Law
Academic Plan	D0018000	Dr Law
Number of request	NEW	Concept

Cancel   **Submit**

With this request you submit your confidentiality checklist to the Valorisation Office.
Please upload the "Confidentiality checklist" signed by you and by your promotor below. Next, click on "Submit".

Official title

Doctoral thesis contains confidential data   ⬤ No   ℹ

File Name	Upload Date
	Upload PDF-attachment

Upload the completed and signed confidentiality checklist in pdf.
If your doctoral thesis contains confidential data, slide the button from "No" to "Yes".
Only change the button to "Yes" if you have indicated in the uploaded form that your thesis contains confidential data, which means the thesis cannot be disclosed.

Click on "Submit".

In the pop-up window, slide the button from "No" to "Yes" after you have double checked the information. Click on "Confirm" to submit your confidentiality checklist to the Valorisation Office.

Submit confidentiality checklist

Cancel ☐ Confirm 2

Make sure that this information is correct before you confirm submission of the confidentiality checklist.

Official title [redacted]

Doctoral thesis contains confidential data No

Yes ○ ① I declare that the information above is correct.

You will get a confirmation on-screen.

		5 rows
📄 New Request		
☑ My Requests	**Confidentiality checklist**	Academic Career PhD
	Date of action 25/08/2023	Academic Program Dr Law
	Status of request Requested	Academic Plan Dr Law
	Number of request 498853	›

15. ANNOUNCE YOUR PUBLIC DEFENCE

Go the tile "Requests" and choose "New request". Next choose "PhD doctoral thesis" and next "Announcement public defence".

You can also go to the tile "ePhD", tab "Defence" and click on the link "Announcement public defence".

📄 **New Request**	Choose which type of request you wish to submit:
☑ My Requests	Career management ⌄
	PhD doctoral thesis ⌃
	Announcement public defence
	Submit doctoral thesis

Attention: you can only submit this request when your doctoral training programme has been closed, when you have submitted the confidentiaity checklist, when the jury has been composed, when there is a favourable advice of your IPC and when the jury has given permission for the public defence.
All this has to be registered in SisA before you can submit this request.

In a pop-up you will see your program details. Click on "Next".

Back   **Select a program for request 'Announcement public defence':**   **Next**

Academic Institution	00001 - Universiteit Antwerpen ∨
Academic Career	DOCT - PhD ∨
Academic Program	D0001 - Dr Architecture ∨
Academic Plan	D0001000 - Dr Architecture ∨

On the next page, you enter the date and the place of your public defence.

It is important to thoroughly check if the information on this page is correct. You full name as it will be printed on the diploma is shown, as well as the title of your doctoral thesis.

Is there a problem with your name? Contact the Registrar's Office through the helpdesk to have it corrected.

Is there a problem with the title of the doctoral thesis? Contact your facultu administraton to have it corrected.

Do not proceed with the request if the information shown is not correct.

◀ Requests/ My Requests	Announcement public defence	⌂ 🔔 ⋮ ◉

ID		
Academic Career	DOCT	PhD
Academic Program	D0001	Dr Architecture
Academic Plan	D0001000	Dr Architecture
Number of request	NEW	Concept

Cancel   **Submit**

Academic year 2021-2022

With this request you can announce the public defence of your doctoral thesis.
You cannot edit the fields that are pre-filled. If these data is not correct, you should contact your faculty administration.

Full name	ⓘ
Official title	This is a test
Date of defence	14/09/2022 📅
Place of defence	Hof van Liere
Joint PhD	○ Yes ◉ No ⓘ

If you are doing a Joint PhD, this will be indicated here. The partner organisation will be shown and you will have to upload a proof of enrollment at the partner organisation before you can proceed.

ID		
Academic Career	DOCT	PhD
Academic Program	D0001	Dr Architecture
Academic Plan	D0001000	Dr Architecture
Number of request	NEW	Concept

Announcement public defence

Cancel Submit

Academic year 2021-2022

With this request you can announce the public defence of your doctoral thesis.
You cannot edit the fields that are pre-filled. If these data is not correct, you should contact your faculty administration.

Full name ⓘ

Official title This is a test

Date of defence 14/07/2022

Place of defence Hof van Liere

Joint PhD ● Yes ○ No ⓘ

Partner organization University Of Hull

Proof of enrollment partner organisation

File Name	Upload Date

Upload PDF-attachment

If the information about your joint PhD is not correct, please contact your faculty administration.

If all data are correct, click on "Submit".

The faculty may already have registered the data and place of defence in SisA for you. In that case you do not have to enter anything and you can go straight to "submit".

You will get a confirmation window. Slide the button from No to Yes after you have double checked the information.

Announcement public defence

Cancel Confirm

The information below will appear on your diploma (supplement). Make sure that everything is correct before you confirm submission of the request to announce the public defence?

Full name

Official title This is a test

Date of defence 14/09/2022

Joint PhD ○ Yes ● No

Yes ⟳ I declare that the information above is correct and can appear like this on my diploma (supplement).

Click on "Confirm".

An email announcing your public defence will now be sent to your promotor, your faculty administratino, the Antwerp Doctoral School, the Registrar's office and to the colleagues of science communication.

You will see a confirmation in SisA and you will receive an email informing you about the formalities your still have to fulfill.

Requests/ My Requests	Requests/ My Requests	⌂ △ ⋮ ◉

ID

			3 rows
Announcement public defence		Academic Career	PhD
Date of action	27/07/2022	Academic Program	Dr Architecture
Status of request	Requested	Academic Plan	Dr Architecture
Number of request	425040		

New Request

My Requests

16. SUBMIT THE DIGITAL VERSION OF YOUR FINAL DOCTORAL THESIS

Go the tile "Requests" and choose "New request". Next choose "PhD doctoral thesis" and next "Submit doctoral thesis".

You can also go to the tile "ePhD", tab "Defence" and click on the link "Submit doctoral thesis".

New Request	Choose which type of request you wish to submit:	
My Requests	Career management	⌄
	PhD doctoral thesis	⌃
	Announcement public defence	
	Submit doctoral thesis	

Attention: you can only submit this requests after you have submitted the request "Announcement public defence".

In a pop-up you will see your program details. Click on "Next".

Back	Select a program for request 'Submit doctoral thesis':	Next

Academic Institution	00001 - Universiteit Antwerpen ⌄
Academic Career	DOCT - PhD ⌄
Academic Program	D0001 - Dr Architecture ⌄
Academic Plan	D0001000 - Dr Architecture ⌄

You will get the following page.

Enter your abstract in English (maximum 400 words). You can expand the field by clicking and dragging the right bottom corner.

Choose an option for "Choice availability" and enter your ORCID-ID.

Upload the pdf of your doctoral thesis and click on "Submit"

In the next window, click on "Confirm" to submit your doctoral thesis to the Library.

You will get a confirmation on-screen.