

QUICK REFERENCE GUIDE FOR DOCTORAL STUDENTS

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IMPORTANT

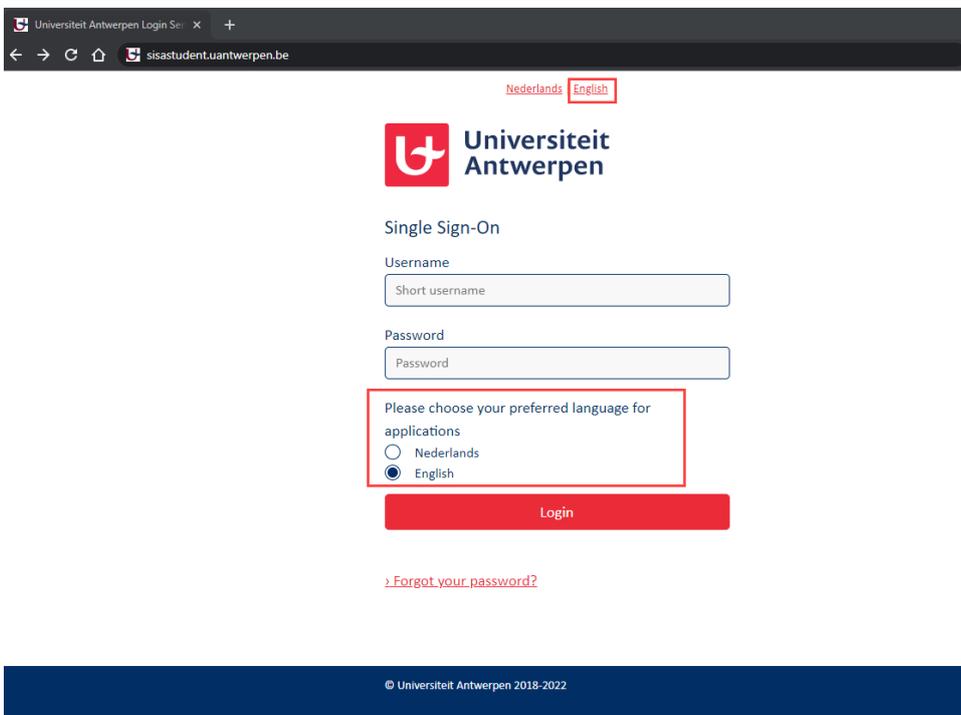
Never use the browser navigation (arrows) in SisA and don't press ESC to leave a page. Use the navigation tools in SisA and don't forget to sign out when you have finished working in SisA.

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

1. ENROLLING FOR THE ADS-COURSES

Step 1

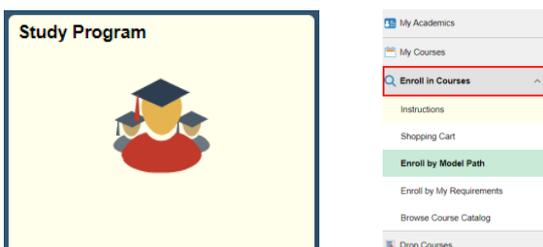
Go to <https://sisastudent.uantwerpen.be> , select English as language and log on with your User ID (s0000000) and password that you received upon enrolment. Always use your student account, not your staff account.



The screenshot shows a web browser window with the URL sisastudent.uantwerpen.be. At the top, there are language selection buttons for "Nederlands" and "English", with "English" selected. Below this is the University of Antwerp logo and the text "Single Sign-On". There are two input fields: "Username" with the placeholder "Short username" and "Password". Below the password field is a language selection section with the text "Please choose your preferred language for applications" and two radio buttons: "Nederlands" and "English", with "English" selected. A red "Login" button is positioned below the language selection. At the bottom of the form area, there is a link: "> [Forgot your password?](#)". A dark blue footer bar at the bottom contains the text "© Universiteit Antwerpen 2018-2022".

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.

Study Program

Academic year 2025-2026
PhD

My Academics | My Courses | Enroll in Courses

Instructions | Shopping Cart | Enroll by Model Path | Enroll by My Requirements | Browse Course Catalog | Drop Courses | Choose groups

doctoraatsopleiding
Doctoral training

Select All | Deselect All

▼ Research skills and techniques 11 rows

Catalog number	Description	Units	When	Status
<input type="checkbox"/> 4100AD5003	Excel: intermediate tips and t	0.70	1E/2E SEM	
<input type="checkbox"/> 4100AD5008	E-sources: Exact sciences	0.30	1E SEM	
<input type="checkbox"/> 4100AD5009	E-sources: Law	0.30	1E SEM	
<input type="checkbox"/> 4100AD5010	E-sources for the (bio-)medica	0.30	1E SEM	
<input type="checkbox"/> 4100AD5011	E-sources for the social and h	0.30	1E SEM	
<input type="checkbox"/> 4100AD5012	E-sources: (bio)medical & esac	0.20	1E/2E SEM	
<input type="checkbox"/> 4100AD5013	Creative Problem Solving	0.60	1E/2E SEM	
<input type="checkbox"/> 4100AD5018	Excel: Tables and Pivot Tables	0.70	1E/2E SEM	
<input type="checkbox"/> 4100AD5017	Building Search Strategy SR	0.35	1E/2E SEM	
<input type="checkbox"/> 4100AD5018	Excel: Formulas & Functions	0.70	1E/2E SEM	
<input type="checkbox"/> 4100AD5019	Build your Search Strategy SSH	0.35	1E/2E SEM	

▼ Research environment 3 rows

Catalog number	Description	Units	When	Status
<input type="checkbox"/> 4200AD5002	Intro to Data Management Plans	1.00	1E/2E SEM	
<input type="checkbox"/> 4200AD5003	Basics Innov & Entrepreneursh	0.70	1E/2E SEM	
<input type="checkbox"/> 4200AD5004	Intake to FARR	0.30	1E/2E SEM	

▼ Research management 4 rows

Catalog number	Description	Units	When	Status
<input type="checkbox"/> 4300AD5001	Project management 21 h	2.10	1E/2E SEM	
<input type="checkbox"/> 4300AD5002	Word: Long Documents	0.70	1E/2E SEM	
<input type="checkbox"/> 4300AD5005	Mindmapping	0.30	1E/2E SEM	
<input type="checkbox"/> 4300AD5006	Project Management 12 h	1.20	1E/2E SEM	

▼ Personal effectiveness 9 rows

Catalog number	Description	Units	When	Status
<input type="checkbox"/> 4400AD5001	Time management	0.90	1E/2E SEM	
<input type="checkbox"/> 4400AD5002	Achieving your goals and perfo	2.40	1E/2E SEM	
<input type="checkbox"/> 4400AD5003	Personal Effectiveness 21h	2.10	1E/2E SEM	
<input type="checkbox"/> 4400AD5004	Under pressure (Dutch course)	0.60	1E/2E SEM	
<input type="checkbox"/> 4400AD5005	Under pressure (English course)	0.60	1E/2E SEM	
<input type="checkbox"/> 4400AD5006	Personal Effectiveness 12 h	1.20	1E/2E SEM	
<input type="checkbox"/> 4400AD5007	Academic Confidence	0.90	1E/2E SEM	
<input type="checkbox"/> 4400AD5008	Active Bystander Training	0.20	1E/2E SEM	
<input type="checkbox"/> 4400AD5009	Active Orisaaandertraining	0.20	1E/2E SEM	

▼ Communicative skills 15 rows

Catalog number	Description	Units	When	Status
<input type="checkbox"/> 4500AD5001	Giving presentations in English	1.50	1E/2E SEM	
<input type="checkbox"/> 4500AD5002	Writing academic papers	1.20	1E/2E SEM	
<input type="checkbox"/> 4500AD5003	Communicating effectively	1.20	1E/2E SEM	
<input type="checkbox"/> 4500AD5009	Speed reading	1.20	1E/2E SEM	
<input type="checkbox"/> 4500AD5012	Analytic Storytelling	1.40	1E/2E SEM	
<input type="checkbox"/> 4500AD5013	How to deal with media and jou	1.00	1E/2E SEM	
<input type="checkbox"/> 4500AD5014	Creating a scientific poster L	0.60	1E/2E SEM	
<input type="checkbox"/> 4500AD5015	Creating a scientific poster S	0.35	1E/2E SEM	
<input type="checkbox"/> 4500AD5016	Communication Skills Basics	0.60	1E/2E SEM	
<input type="checkbox"/> 4500AD5017	Connecting Communication	1.20	1E/2E SEM	
<input type="checkbox"/> 4500AD5018	Speed reading	0.60	1E/2E SEM	
<input type="checkbox"/> 4500AD5019	Creating visuals (images)	1.20	1E/2E SEM	
<input type="checkbox"/> 4500AD5021	The Art of Feedback	0.60	1E/2E SEM	
<input type="checkbox"/> 4500AD5022	Powerful visuals 12h	1.20	1E/2E SEM	
<input type="checkbox"/> 4500AD5023	Pitch your research	0.60	1E/2E SEM	

▼ Networking and teamwork 5 rows

Catalog number	Description	Units	When	Status
<input type="checkbox"/> 4600AD5005	Grow to Lead	2.20	1E/2E SEM	
<input type="checkbox"/> 4600AD5006	Meet people not cultures	1.20	1E/2E SEM	
<input type="checkbox"/> 4600AD5007	Grow your Network	1.10	1E/2E SEM	
<input type="checkbox"/> 4600AD5008	Intercultural competences	0.60	1E SEM	
<input type="checkbox"/> 4600AD5009	Leiderschap & teamwerking 21u	2.10	1E/2E SEM	

▼ Career management 6 rows

Catalog number	Description	Units	When	Status
<input type="checkbox"/> 4700AD5002	Grow your future career	2.10	1E/2E SEM	
<input type="checkbox"/> 4700AD5003	Write a non-academic cv	1.00	1E/2E SEM	
<input type="checkbox"/> 4700AD5004	Inside a company	0.70	1E/2E SEM	
<input type="checkbox"/> 4700AD5005	Applying for a job	0.30	1E/2E SEM	
<input type="checkbox"/> 4700AD5006	Personal Development Plan PhD	0.70	1E/2E SEM	
<input type="checkbox"/> 4700AD5007	Welcome to the real world	0.70	1E/2E SEM	

Step 4

Click on the title of the course that you want to take or on which you want more information. (E.g. the course ‘Creative Problem Solving’ in the competence category ‘Research skills and techniques’.)

▼ Research skills and techniques

11 rows				
Catalog number ↑↓	Description ↑↓	Units ↑↓	When ↑↓	Status ↑↓
<input type="checkbox"/> 4100ADS003	Excel: intermediate tips and t	0.70	1E/2E SEM	
<input type="checkbox"/> 4100ADS013	Creative Problem Solving	0.60	1E/2E SEM	
<input type="checkbox"/> 4100ADS015	Excel: Tables and Pivot Tables	0.70	1E/2E SEM	
<input type="checkbox"/> 4100ADS017	Building Search Strategy SR	0.35	1E/2E SEM	
<input type="checkbox"/> 4100ADS018	Excel: Formulas & Functions	0.70	1E/2E SEM	
<input type="checkbox"/> 4100ADS019	Build your Search Strategy SSH	0.35	1E/2E SEM	

You will see whether there is a lecture, a seminar or a practical session.

Step 5

If you click on “More details” you will see the scheduling info.

Cancel
Classes
Add to Shopping Cart

COMPCATA 4100ADS013
Creative Problem Solving

Details course

Units 0,60
Grading Pass/Not Pass
Components Exam, Lecture
Course Career PhD

Course information

▼ **Details classes**

Status	Session	Classes	Meeting Dates
Open	1st and 2nd semester	ZIT1 Exam 13435 HC00 Lecture 13437	More details

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

University of Antwerp Login | NL | EN

ANTWERP DOCTORAL SCHOOL Q

PhD procedure | **Doctoral study programme** | Regulations and documents | Joint PhD | Support | Events | Contact

[Centres](#) > [Antwerp Doctoral School](#) > [Doctoral study programme](#) > [Training offer](#) > [Course offer ADS](#)

Doctoral study programme

Training offer

- Course offer ADS
- Academic Confidence
- Active Bystander Training (Eng)
- Actieve Omstaandertraining (NL)
- Analytic Storytelling
- Applying for a job
- Building your search strategy for systematic reviews
- Communicating effectively in an academic context
- Communication Skills Basics
- Connecting Communication
- Creating a scientific poster (half day)
- Creating a scientific poster (full day)
- Creating visuals about your research
- **Creative Problem Solving**
- E-sources for the exact sciences
- E-sources for the (bio)medical sciences
- E-sources for the social sciences & humanities
- Excel: Formulas & Functions
- Excel: Intermediate
- Excel: Tables & Pivot Tables

Creative Problem Solving

Competence category A: Research skills and techniques

Content of the course

Creative Problem Solving is an evidence based method for approaching challenges in a creative way. It's a process that helps you identify and understand the problems you face better. It facilitates (re)approaching challenges from innovative, practical perspectives. During the workshop, we'll try different tools and techniques in a fun, engaging, and collaborative way.

Practical Information

Dates:

Course HC03: 23 June 2025	9h30 - 17h00	Stadscampus - Building R - R.005
Course HC01: 26 November 2025	9h30 - 17h00	Stadscampus - Building R. Annex - RA.001

Language:
English

Teacher:
Kathleen Custers (KULeuven)

Docop points:
0,6

Registration:
Via [Sisa Self Service](#). Log in with your student account. Registration is possible as from **9 September 2025** and after you've been (re-)enrolled as a PhD student for 2025-2026.

Some courses are organized several times within the same semester (e.g. Personal Effectiveness, Writing Academic Papers, Giving Presentations,...) and sometimes there is a waiting list.

This means that after enrolling, you will have to choose a session.

Click on "Add to shopping cart" if you want to enroll for the course.

Cancel
Classes
Add to Shopping Cart

COMPCATA 4100ADS013
Creative Problem Solving

Details course

Units	0,60
Grading	Pass/Not Pass
Components	Exam, Lecture
Course Career	PhD

[Course information](#)

▼ **Details classes**

Status	Session	Classes	Meeting Dates
Open	1st and 2nd semester	ZIT1 Exam 13435 HC00 Lecture 13437	More details

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

11 rows

Catalog number ↑↓	Description ↑↓	Units ↑↓	When ↑↓	Status ↑↓
<input type="checkbox"/> 4100ADS003	Excel: intermediate tips and t	0.70	1E/2E SEM	
<input type="checkbox"/> 4100ADS013	Creative Problem Solving	0.60	Academic year 2025-2026	★ In Shopping Cart
<input type="checkbox"/> 4100ADS015	Excel: Tables and Pivot Tables	0.70	1E/2E SEM	
<input type="checkbox"/> 4100ADS017	Building Search Strategy SR	0.35	1E/2E SEM	
<input type="checkbox"/> 4100ADS018	Excel: Formulas & Functions	0.70	1E/2E SEM	
<input type="checkbox"/> 4100ADS019	Build your Search Strategy SSH	0.35	1E/2E SEM	

It is also possible to add courses to the shopping cart directly from the course list. Simply tick the box next to the course and click on “Add to shopping cart”.

Add to Shopping Cart

▼ Research skills and techniques

11 rows

Catalog number ↑↓	Description ↑↓	Units ↑↓	When ↑↓	Status ↑↓
<input checked="" type="checkbox"/> 4100ADS003	Excel: intermediate tips and t	0.70	1E/2E SEM	
<input type="checkbox"/> 4100ADS013	Creative Problem Solving	0.60	Academic year 2025-2026	★ In Shopping Cart
<input type="checkbox"/> 4100ADS015	Excel: Tables and Pivot Tables	0.70	1E/2E SEM	
<input type="checkbox"/> 4100ADS017	Building Search Strategy SR	0.35	1E/2E SEM	
<input type="checkbox"/> 4100ADS018	Excel: Formulas & Functions	0.70	1E/2E SEM	
<input type="checkbox"/> 4100ADS019	Build your Search Strategy SSH	0.35	1E/2E SEM	

Click on “Yes” to confirm.

Step 6

Go to the “Shopping cart” in the menu on the left. Select the course by ticking the box and click on “Enroll”. The “Enroll”-button is only visible if you have completed your privacy settings.

Academic year 2025-2026

- My Academics
- My Courses
- Enroll in Courses
- Instructions
- Shopping Cart
- Enroll by Model Path
- Enroll by My Requirements
- Browse Course Catalog
- Drop Courses
- Choose groups

Enroll
Delete
Proposed Timetable

Your Shopping Cart

<input checked="" type="checkbox"/>	Status	Description	Session	Units	Academic Program
<input checked="" type="checkbox"/>	Open	COMPCATA 4100ADS013 Creative Problem Solving	1st and 2nd semester	0,60	Dr geschiedenis

Total units 0,60

The proposed timetable shows the schedule of the chosen group(s) in combination with your current personal timetable.

Please note: you can enroll for maximum 6 credits during an academic year.

Step 7

Click on “Yes” to confirm. You get the following confirmation. Click immediately on “Choose groups” to choose a session or to go on the waiting list.

Academic year 2025-2026
PhD

- My Academics
- My Courses
- Enroll in Courses
- Instructions
- Shopping Cart
- Enroll by Model Path
- Enroll by My Requirements
- Browse Course Catalog
- Drop Courses
- Choose groups

✔ **COMPCATA 4100ADS013 - Creative Problem Solving**
 You are enrolled in this course. If you have to choose a group for this course you can do this through Choose groups.

Step 8

Select the session you want to attend. It is possible that you can no longer or not yet choose a session because it is closed. You can choose the waiting list if it is available.

Study Program
Academic year 2025-2026

My Academics | My Courses | Enroll in Courses | Drop Courses | **Choose groups**

Select a group

Description	Session	Units	Academic Program	Catalog Number	Group	Timetable	Deadline
<input type="checkbox"/> Creative Problem Solving	1st and 2nd semester	0,60	Dr History	4100ADS013	<div style="border: 1px solid red; padding: 2px;"> HC01 - 26 Nov. HC02 - 12 Feb. HC03 - Waiting list </div>		

Choose the group(s) for the courses shown above. Click on "Proposed timetable" to see what your personal combination with your current personal timetable. Click on "submit" to confirm your choice. If there is no deadline for group registration has passed.

Submit | Proposed Timetable

Next, click on "Submit".

Study Program
Academic year 2025-2026

My Academics | My Courses | Enroll in Courses | Drop Courses | **Choose groups**

Select a group

Description	Session	Units	Academic Program	Catalog Number	Group	Timetable	Deadline
<input checked="" type="checkbox"/> Creative Problem Solving	1st and 2nd semester	0,60	Dr History	4100ADS013	HC01 - 26 Nov.		

Choose the group(s) for the courses shown above. Click on "Proposed timetable" to see what your personal schedule will look like. The proposed timetable shows the schedule of the chosen group(s) in combination with your current personal timetable. Click on "submit" to confirm your choice. If there is no drop down list, you cannot choose a group. Your faculty administration has assigned the group(s) or the deadline for group registration has passed.

Submit | Proposed Timetable

Click on "Yes" to confirm. You will get the following screen.

Study Program
Academic year 2025-2026

My Academics | My Courses | Enroll in Courses | Drop Courses | **Choose groups**

✔ **COMPCATA 4100ADS013 - Creative Problem Solving**
You are enrolled in the group(s) of this course.

[Back](#)

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 never 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 also counted in the total units.

Academic year 2025-2026 PhD	
<ul style="list-style-type: none">  My Academics <li style="background-color: #f4b084;"> My Courses  Enroll in Courses  Drop Courses  Choose groups 	<p>My Courses</p> <p><input checked="" type="checkbox"/> Show Enrolled Courses <input checked="" type="checkbox"/> Show Waitlisted Courses</p> <p>▶ COMPCATA 4100ADS003 Excel: intermediate tips and t</p> <p>▶ COMPCATA 4100ADS013 Creative Problem Solving</p> <p>Total units: 1,30</p>

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 researchers 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 their enrolment, the ADS can contact a person on the waiting list asking if they still want to enroll for that course.

Step 1

Follow **step 1** to **step 7** as in chapter ‘1.Enrolling for ADS-courses’.

Step 2

You can only select the waiting list. The other groups are closed. Select the waiting list and click on “submit”.

Study Program
Academic year 2025-2026

My Academics | My Courses | Enroll in Courses | Drop Courses | **Choose groups**

Submit 2 Proposed Timetable

Select a group

Description	Session	Units	Academic Program	Catalog Number	Group	Timetable	Deadline
<input checked="" type="checkbox"/> Excel: intermediate tips and t	1st and 2nd semester	0,70	Dr History	4100ADS003	PR03 - Waiting list 1		

Choose the group(s) for the courses shown above. Click on "Proposed timetable" to see what your personal schedule will look like. The proposed timetable shows the schedule of the chosen group(s) in combination with your current personal timetable. Click on "submit" to confirm your choice. If there is no drop down list, you cannot choose a group. Your faculty administration has assigned the group(s) or the deadline for group registration has passed.

Click on “Yes” to confirm.

4. DROPPING AN ADS-COURSE

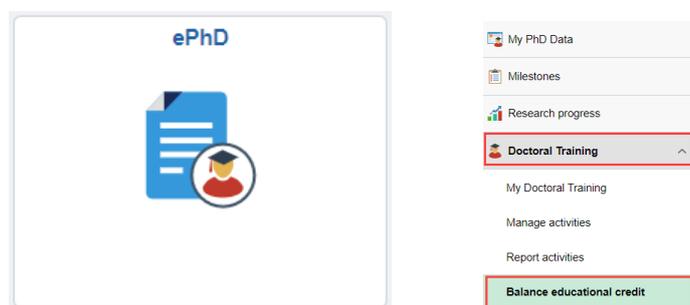
If you want to drop a course, you send an email to the ADS (adscourses@uantwerpen.be).

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.

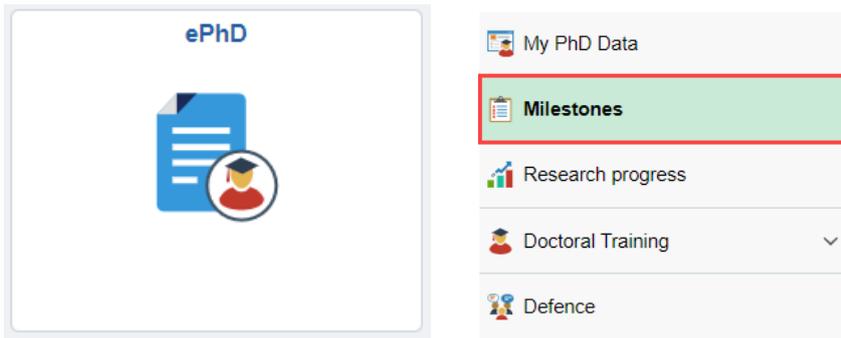
If you are exempt from the doctoral training you will get a message that the educational credit is not available. Only doctoral students that follow the doctoral training can avail of it.

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

Back Add activity Save

[Copy uncertified activity](#)

NEW

Date 16/06/2022

Activity ID 1

*Type

*Activity

*Competence category

*Title

*Points

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

Remarks

Supporting link

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

Supporting documents

Next choose the activity that you want to add.

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

1. Courses & career developm.

- Attending artistic event
- Attending career-oriented event
- Attending research day
- Course
- Internship or work experience in a non-academic environment
- Lecture/workshop
- Networking
- Research stay
- Summer school

2. Education & (acad.) serv.

- Chairmanship board or committee
- Evaluation/Jury membership
- Formal mentoring systems, mentorship or ombudsperson
- Membership board or committee
- Peer review committee
- Supervision of Bachelor's of Master's thesis
- Supervision of a practical
- Teaching in higher education

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.

BackAdd activitySave

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 tech ▾

*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

+ -

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

Select	Title	Date	Points
<input checked="" type="checkbox"/>	Test	16/06/2022	3,00 >

1 row

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

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)

2 rows

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 will 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

[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

[Expand All](#) [Collapse All](#)

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

3 rows

Select	Title	Date Added	Points
<input type="checkbox"/>	Introduction to Python	08/03/2022	2,00 >
<input checked="" type="checkbox"/>	Evaluation of 5 IOB master theses - Dissertation week August 2021	08/03/2022	1,00 >
<input checked="" type="checkbox"/>	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

[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

[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 competent 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.

Student ID	[Redacted]	[Redacted]
Academic Program	D0036	Dr Development Studies
Report status	Finalized	
Term	Academic year 2021-2022	

- My PhD Data
- Milestones
- Research progress
- Doctoral Training** ^
- My Doctoral Training
- Manage activities
- Report activities**
- Balance educational credit

Report activities

[Back](#)

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 you 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.

SisA Self-Service Student
ePhD

Student ID [redacted]
 Academic Program D0036 Dr Development Studies
 Report status Not submitted
 Term Academic year 2021-2022

My PhD Data

Milestones

Research progress

Doctoral Training

Research progress

Relevant diploma [redacted]
 School [redacted]
 Date of degree 31/08/2020
 Start research

Official title [redacted]

Overview to date

Overview of future planning

Meeting doctoral committee

Attachment(s)

Upload attachment

+ -

Doctoral committee

Type	ID	Name	Email Address
Admin	[redacted]	[redacted]	[redacted]
Committee member	[redacted]	[redacted]	[redacted]
Committee chairperson	[redacted]	[redacted]	[redacted]
Promotor	[redacted]	[redacted]	[redacted]
Promotor	[redacted]	[redacted]	[redacted]

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.

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

2 rows

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 >

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

2 rows

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 >

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.

SisA Self-Service Student ePhD Home Notifications More Refresh

Student ID [blurred]
 Academic Program D0036 Dr Development Studies
Report status Finalized
 Term Academic year 2021-2022

My PhD Data

Milestones

Research progress

Doctoral Training

Research progress

[Back](#)

Date Added 16/06/2022

Relevant diploma [blurred]

School [blurred]

Date of degree 31/08/2020

Start research [blurred]

Official title [blurred]

Overview to date Got a lot done.

Overview of future planning Still lots to do.

Meeting doctoral committee No

Attachment(s)

Upload attachment

Doctoral committee

Type	ID	Name	Email Address
Admin	[blurred]	[blurred]	[blurred]
Committee member	[blurred]	[blurred]	[blurred]
Committee chairperson	[blurred]	[blurred]	[blurred]
Promotor	[blurred]	[blurred]	[blurred]
Promotor	[blurred]	[blurred]	[blurred]

Evaluation Favourable

Motivation Keep up the good work.

Commission attachment

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.

My Doctoral Training

Status Doctoral Training Active Print

Number of act.per period 30

Total Points 8

▼ Competence Category A - Research skills and techniques

Total Points for Category 8

▼ Academic year 2020-2021

Total Points for Year 8

Activities 2 rows

Type	Activity	Title	Points
1. Courses & career developm.	Course	ISS-3307 Collecting and Evaluating Data	4
1. Courses & career developm.	Course	ISS-3207-20-21 Qualitative Interviewing	4

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”.



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".



The screenshot shows a web interface for submitting requests. On the left, there is a sidebar with two buttons: 'New Request' (highlighted with a red box) and 'My Requests'. The main area is titled 'Choose which type of request you wish to submit:'. It contains a list of request types: 'Career management', 'Mobility', 'PhD doctoral thesis' (highlighted with a red box), and 'Extra'. Below the 'PhD doctoral thesis' selection, there are three buttons: 'Submit confidentiality checklist' (highlighted with a red box), 'Announcement public defence', and 'Submit doctoral thesis'.

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

Academic Career

Academic Program

Academic Plan

You will get the following page.

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

Thesis may only be consulted after signing a confidentiality agreement No [i](#)

File Name	Upload Date
Upload PDF-attachment	

Upload the completed and signed confidentiality checklist in pdf.

If your doctoral thesis may only be consulted after signing a confidentiality agreement, slide the button from "No" to "Yes".

Only change the button to "Yes" if you have indicated in the uploaded form that your thesis may only be consulted after signing a confidentiality agreement.

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
2

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

Official title

This thesis may only be consulted after signing a confidentiality agreement No

Yes 1 I declare that the information above is correct.

You will get a confirmation on-screen.

<p>New Request</p> <p>My Requests</p>	<p style="text-align: right;">5 rows</p> <table border="1"> <tr> <td colspan="2">Confidentiality checklist</td> <td>Academic Career</td> <td>PhD</td> </tr> <tr> <td>Date of action</td> <td>25/08/2023</td> <td>Academic Program</td> <td>Dr Law</td> </tr> <tr> <td>Status of request</td> <td>Requested</td> <td>Academic Plan</td> <td>Dr Law</td> </tr> <tr> <td>Number of request</td> <td>498853</td> <td></td> <td></td> </tr> </table>	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		
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 to 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".

<p>New Request</p> <p>My Requests</p>	<p>Choose which type of request you wish to submit:</p> <p>Career management <input type="button" value="v"/></p> <p>PhD doctoral thesis <input type="button" value="^"/></p> <p style="text-align: center;">Announcement public defence Submit doctoral thesis</p>
--	---

Attention: you can only submit this request when your doctoral training programme has been closed, when you have submitted the confidentiality 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

Academic Career

Academic Program

Academic Plan

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. Your 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	

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 i

Official title This is a test

Date of defence

Place of defence

Joint PhD Yes No i

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.

Requests/ My Requests Annoucement public defence

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

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 i

Official title This is a test

Date of defence 📅

Place of defence

Joint PhD Yes No i

Partner organization

Proof of enrollment partner organisation

File Name	Upload Date
<input type="button" value="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.

Annoucement public defence

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 No 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 Home Bell Menu Refresh

ID 3 rows

New Request			
My Requests			
	Announcement public defence Date of action 27/07/2022 Status of request Requested Number of request 425040	Academic Career PhD Academic Program Dr Architecture Academic Plan Dr Architecture	>

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: Career management v PhD doctoral thesis ^ Announcement public defence Submit doctoral thesis
My Requests	

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 v

Academic Career v

Academic Program v

Academic Plan v

You will get the following page.

Requests/ My Requests Submit doctoral thesis

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

Academic year 2021-2022

With this request you submit your doctoral thesis digitally to the library. You also have to submit your printed version to the library, at least 5 working days before your public defence.

Official title This is a test

Date of defence 14/09/2022

*Abstract
in English, max. 400 words

*Choice availability i

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