SisA
*Student Selfservice*

Universiteit Antwerpen

# QUICK REFERENCE GUIDE

## FOR DOCTORAL STUDENTS

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IMPORTANT

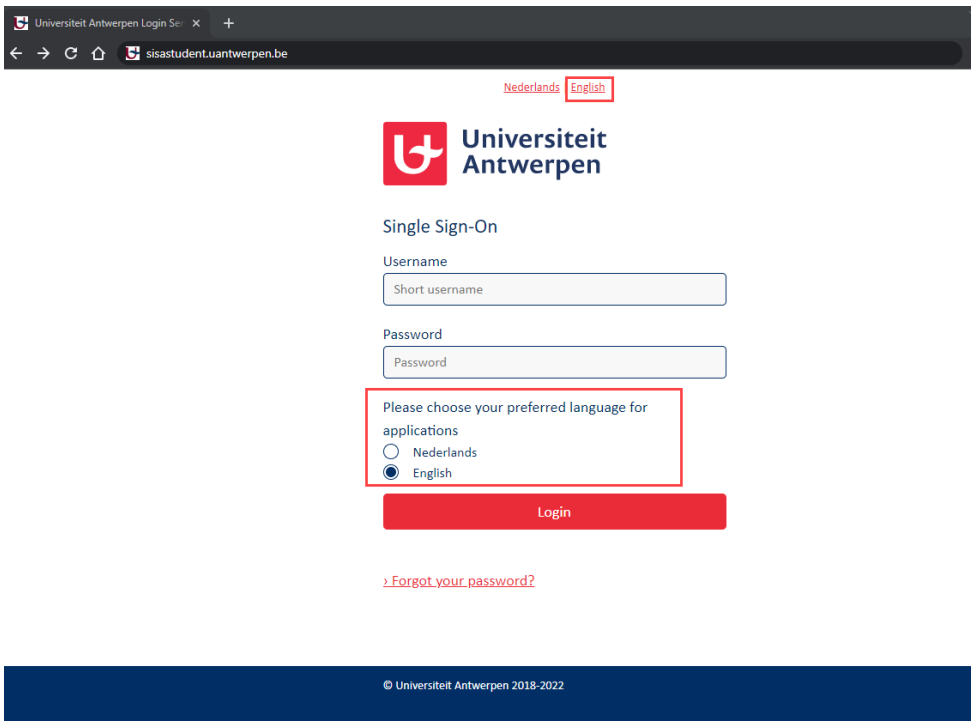
Never use the browser navigation (arrows) in SisA and don't press ESC to leave a page. Use the navigation tools in SisA and don't forget to sign out when you have finished working in SisA.

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

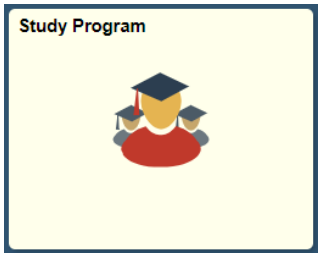
**Step 1**

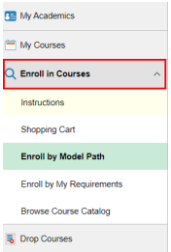
Go to https://sisastudent.uantwerpen.be , select English as language and log on with your User ID (s0000000) and password that you received upon enrolment. Always use your student account, not your staff account.




**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

Add to Shopping Cart

- 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**

doctoraatsopleiding

**Doctoral training**

Select All | Deselect All

**Research skills and techniques**

11 rows

| Catalog number | Description | Units | When | Status |
|---|---|---|---|---|
| 4100AD5003 | Excel: intermediate tips and t | 0.70 | 1E/2E SEM | |
| 4100AD5008 | E-sources: Exact sciences | 0.30 | 1E SEM | |
| 4100AD5009 | E-sources: Law | 0.30 | 1E SEM | |
| 4100AD5010 | E-sources for the (bio-)medica | 0.30 | 1E SEM | |
| 4100AD5011 | E-sources for the social and h | 0.30 | 1E SEM | |
| 4100AD5012 | E-sources: (bio)medical & exac | 0.20 | 1E/2E SEM | |
| 4100AD5013 | Creative Problem Solving | 0.60 | 1E/2E SEM | |
| 4100AD5015 | Excel: Tables and Pivot Tables | 0.70 | 1E/2E SEM | |
| 4100AD5017 | Building Search Strategy SR | 0.35 | 1E/2E SEM | |
| 4100AD5018 | Excel: Formulas & Functions | 0.70 | 1E/2E SEM | |
| 4100AD5019 | Build your Search Strategy SSH | 0.35 | 1E/2E SEM | |

**Research environment**

3 rows

| Catalog number | Description | Units | When | Status |
|---|---|---|---|---|
| 4200AD5002 | Intro to Data Management Plans | 1.00 | 1E/2E SEM | |
| 4200AD5003 | Basics Innov. & Entrepreneursh | 0.70 | 1E/2E SEM | |
| 4200AD5004 | Intake to FAIR | 0.30 | 1E/2E SEM | |

**Research management**

4 rows

| Catalog number | Description | Units | When | Status |
|---|---|---|---|---|
| 4300AD5001 | Project management 21 h | 2.10 | 1E/2E SEM | |
| 4300AD5002 | Word: Long Documents | 0.70 | 1E/2E SEM | |
| 4300AD5005 | Mindmapping | 0.30 | 1E/2E SEM | |
| 4300AD5006 | Project Management 12 h | 1.20 | 1E/2E SEM | |

**Personal effectiveness**

9 rows

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

**Communicative skills**

15 rows

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

**Networking and teamwork**

5 rows

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

**Carreer management**

6 rows

| Catalog number | Description | Units | When | Status |
|---|---|---|---|---|
| 4700AD5002 | Grow your future career | 2.10 | 1E/2E SEM | |
| 4700AD5003 | Write a non-academic cv | 1.00 | 1E/2E SEM | |
| 4700AD5004 | Inside a company | 0.70 | 1E/2E SEM | |
| 4700AD5005 | Applying for a job | 0.30 | 1E/2E SEM | |
| 4700AD5006 | Personal Development Plan PhD | 0.70 | 1E/2E SEM | |
| 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 |
|---|---|---|---|---|
| 4100ADS003 | Excel: intermediate tips and t | 0.70 | 1E/2E SEM | |
| 4100ADS013 | Creative Problem Solving | 0.60 | 1E/2E SEM | |
| 4100ADS015 | Excel: Tables and Pivot Tables | 0.70 | 1E/2E SEM | |
| 4100ADS017 | Building Search Strategy SR | 0.35 | 1E/2E SEM | |
| 4100ADS018 | Excel: Formulas & Functions | 0.70 | 1E/2E SEM | |
| 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

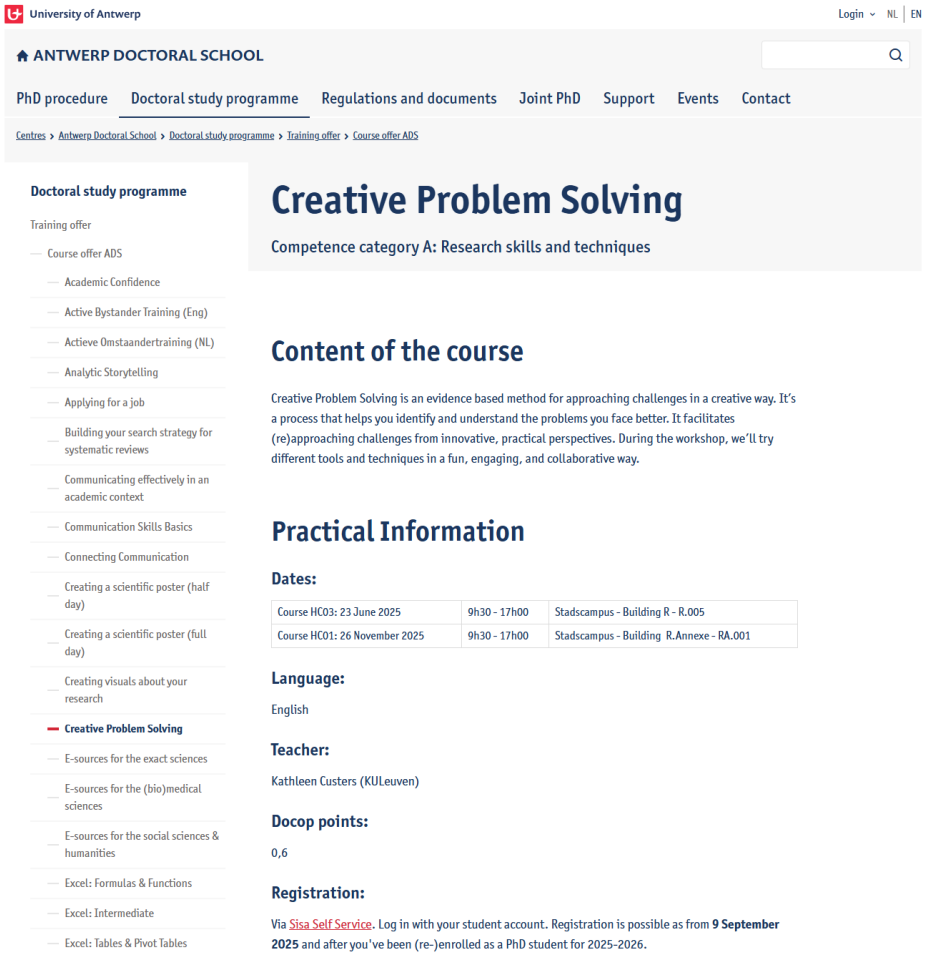
Units 0,60
Grading Pass/Not Pass
Components Exam, Lecture
Course Career PhD

Course information

Details classes

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

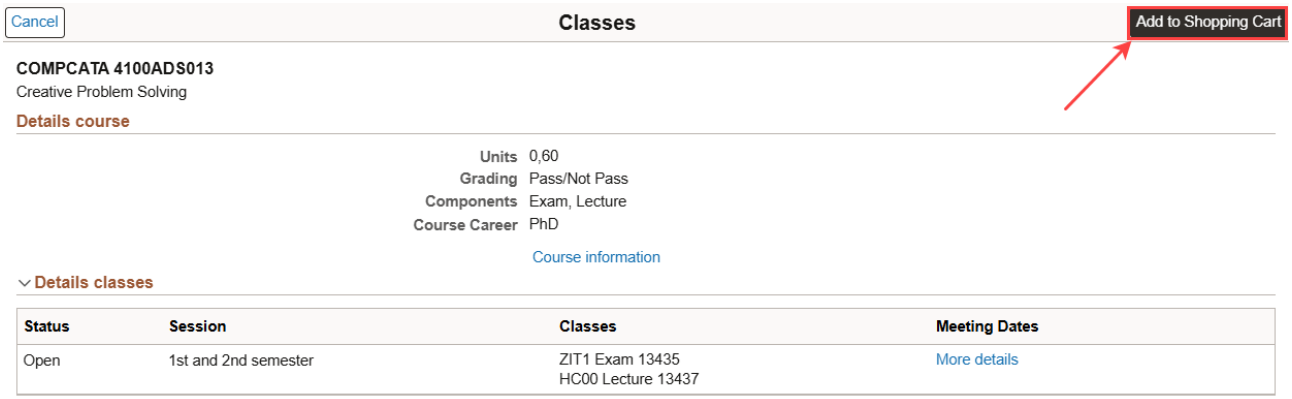
For more information about the course, click on ‘Course information’. You will be directed to the ADS-website.



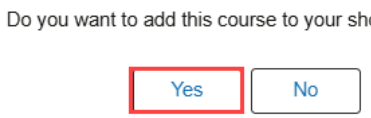

Some courses are organized several times within the same semester (e.g. Personal Effectiveness, Writing Academic Papers, Giving Presentations,…) and sometimes there is a waiting list.

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.




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



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 |
|---|---|---|---|---|
| 4100ADS003 | Excel: intermediate tips and t | 0.70 | 1E/2E SEM | |
| 4100ADS013 | Creative Problem Solving | 0.60 | Academic year 2025-2026 | In Shopping Cart |
| 4100ADS015 | Excel: Tables and Pivot Tables | 0.70 | 1E/2E SEM | |
| 4100ADS017 | Building Search Strategy SR | 0.35 | 1E/2E SEM | |
| 4100ADS018 | Excel: Formulas & Functions | 0.70 | 1E/2E SEM | |
| 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".

2 Add to Shopping Cart

Research skills and techniques

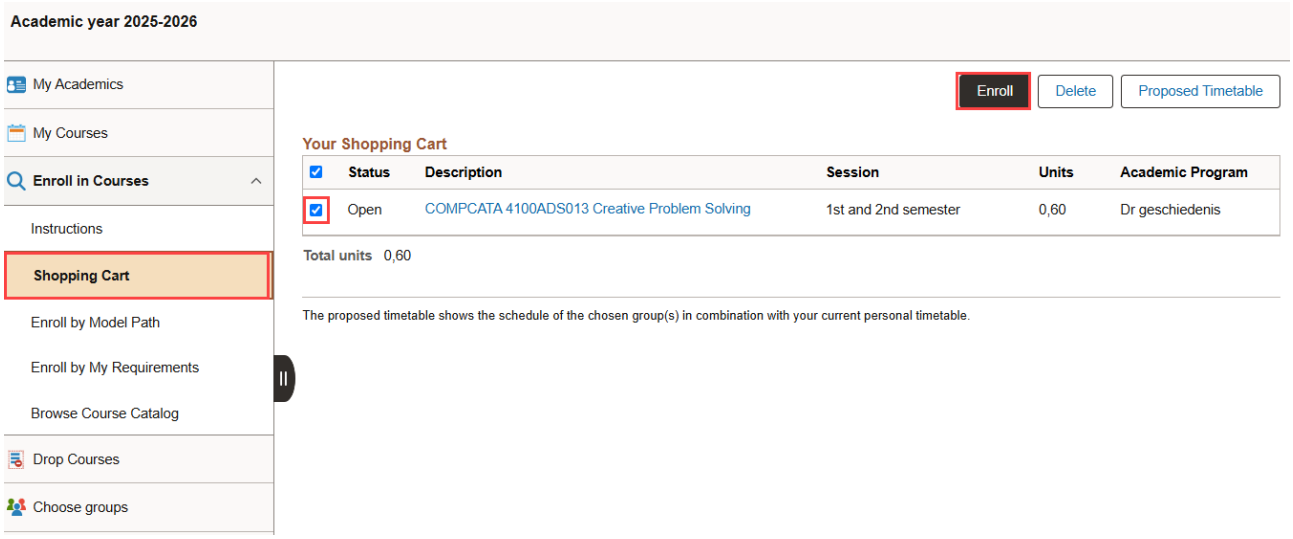
11 rows

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

Click on "Yes" to confirm.

**Step 6**

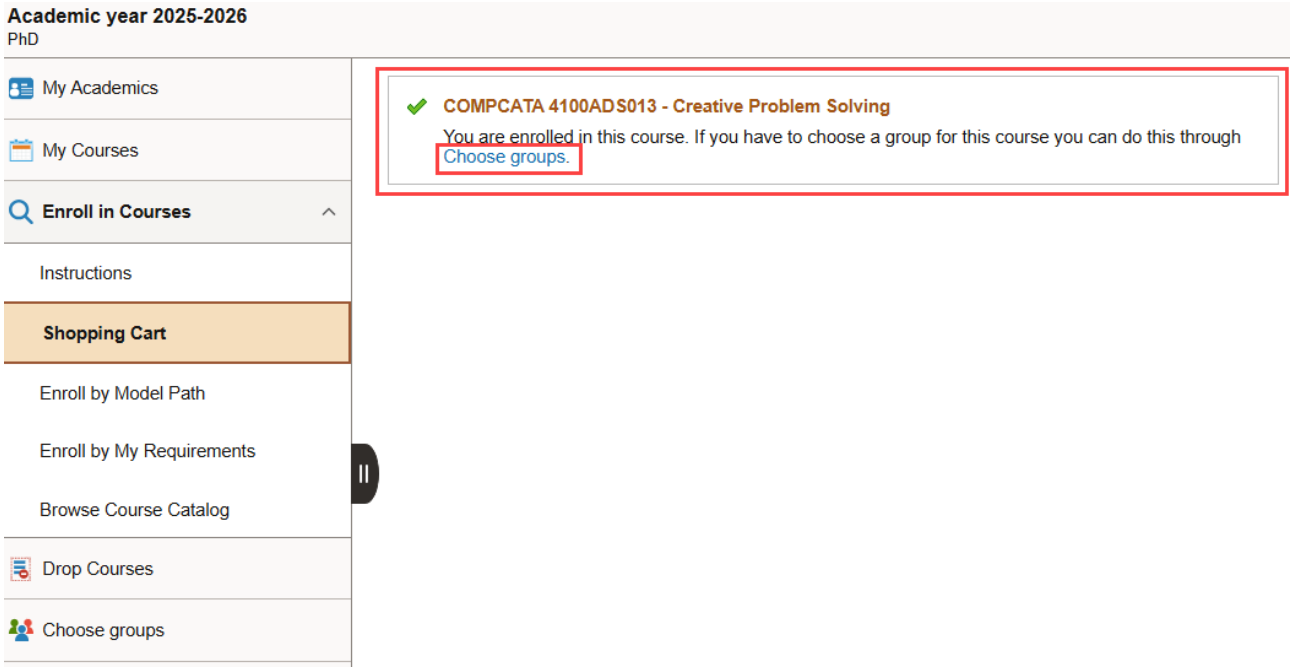
Go to the “Shopping cart” in the menu on the left. Select the course by ticking the box and click on “Enroll”. The “Enroll”-button is only visible if you have completed your privacy settings.




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

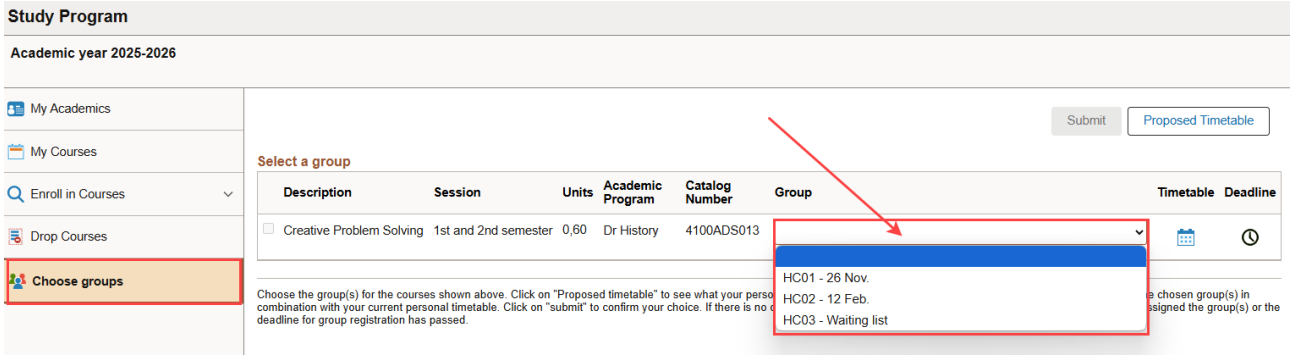
**Step 7**

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.

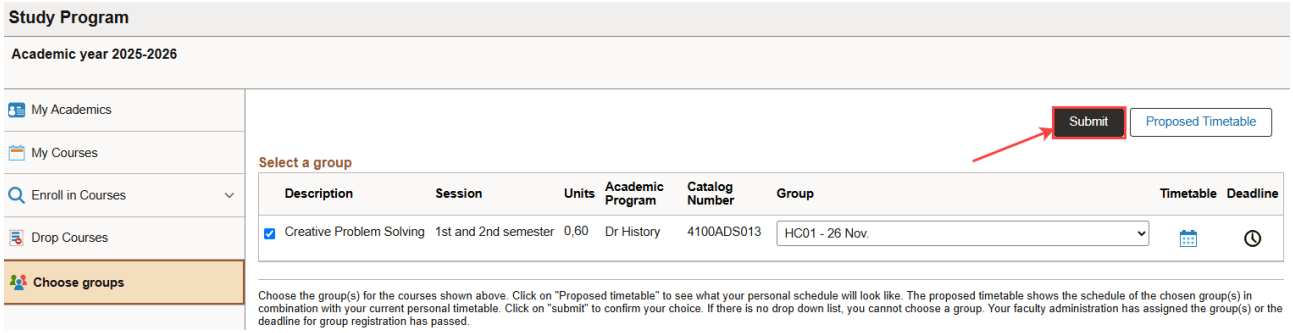


## Step 8

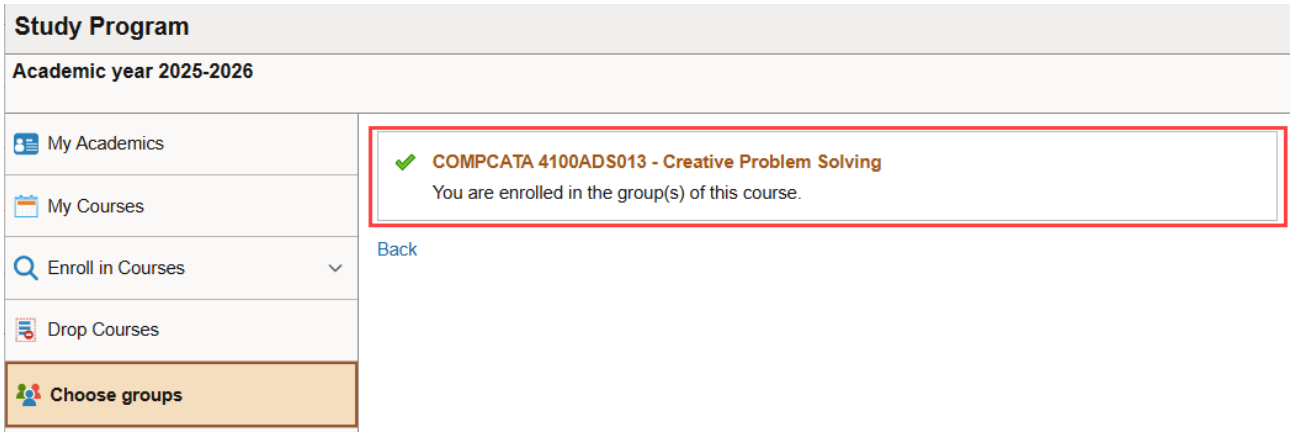
Select the session you want to attend. It is possible that you can no longer or not yet choose a session because it is closed. You can choose the waiting list if it is available.




Next, click on “Submit”.




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



## 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

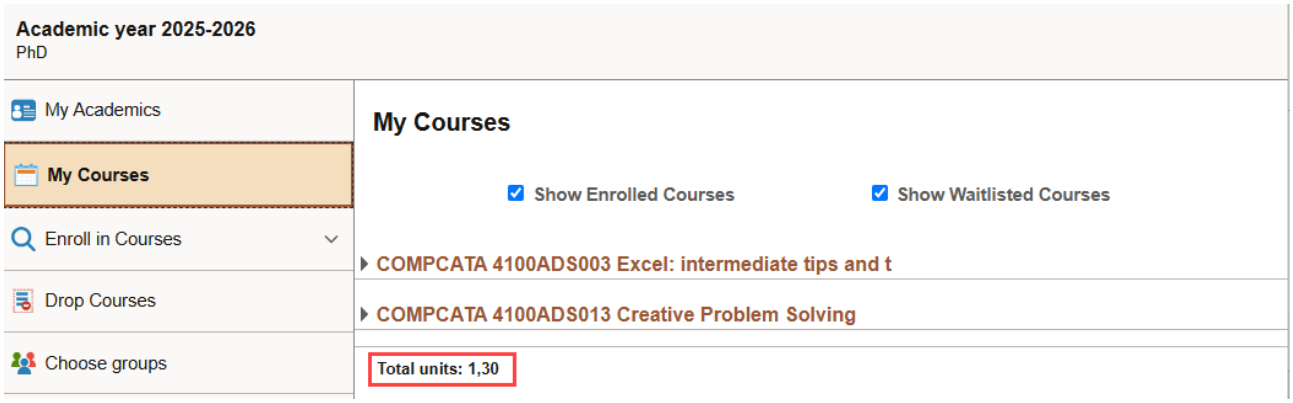
2) an exam

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.




## 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.

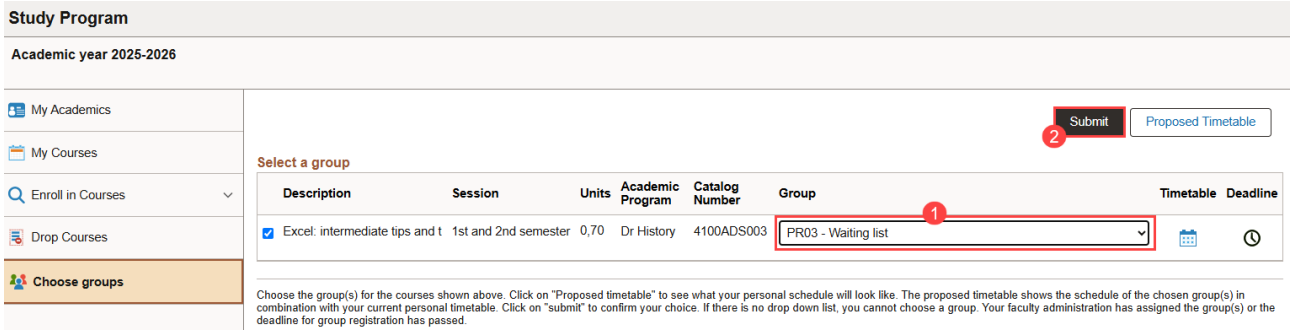
When a participant cancels their enrolment, the ADS can contact a person on the waiting list asking if they still want to enroll for that course.

**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".




Click on "Yes" to confirm.

## 4. Dropping an ADS-course

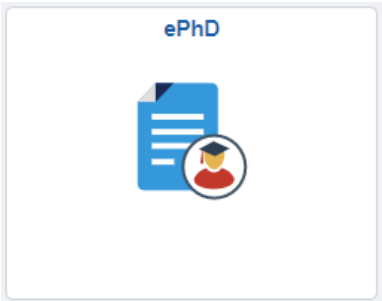
If you want to drop a course, you send an email to the ADS (adscourses@uantwerpen.be).

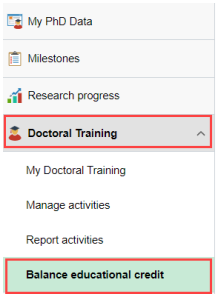
When dropping a course, take into account the regulations regarding ADS-courses. You can find these on the website: https://www.uantwerpen.be/en/research-and-innovation/phd/antwerp-doctoral-school/training-and-educational-credit/regulation-training-offer/.

## 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.

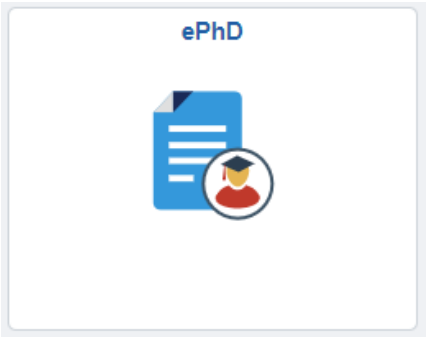
If you are exempt from the doctoral training you will get a message that the educational credit is not available. Only doctoral students that follow the doctoral training can avail of it.

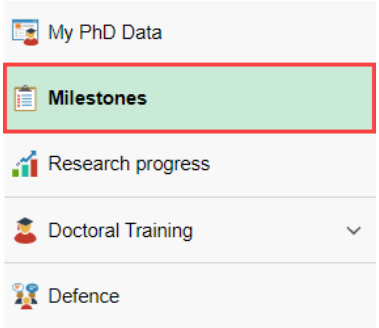
## 6. Follow-up on your milestones

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.)

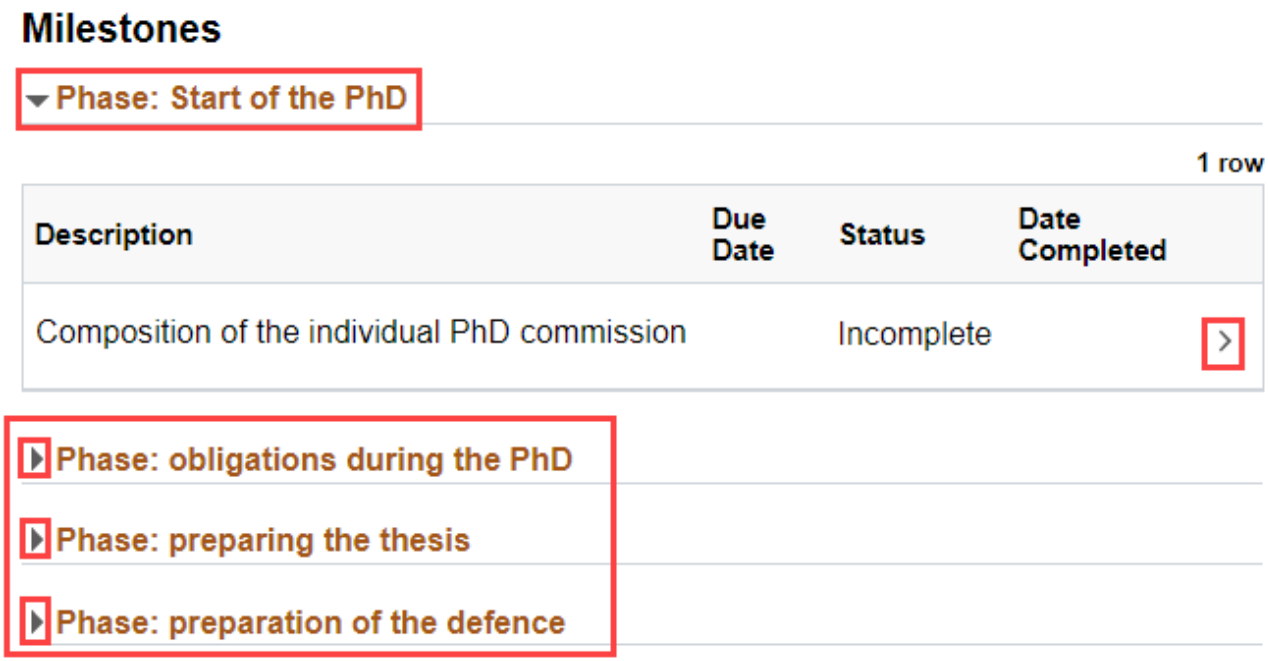
Click on the tile "ePhD" and choose "Milestones" in the menu on the left.



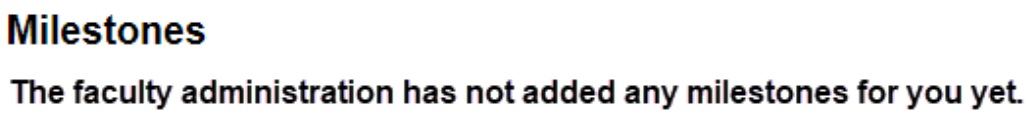

You will get an overview of you milestones. These are grouped per phase. Click on the arrows to expand the other phases.

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.




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

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



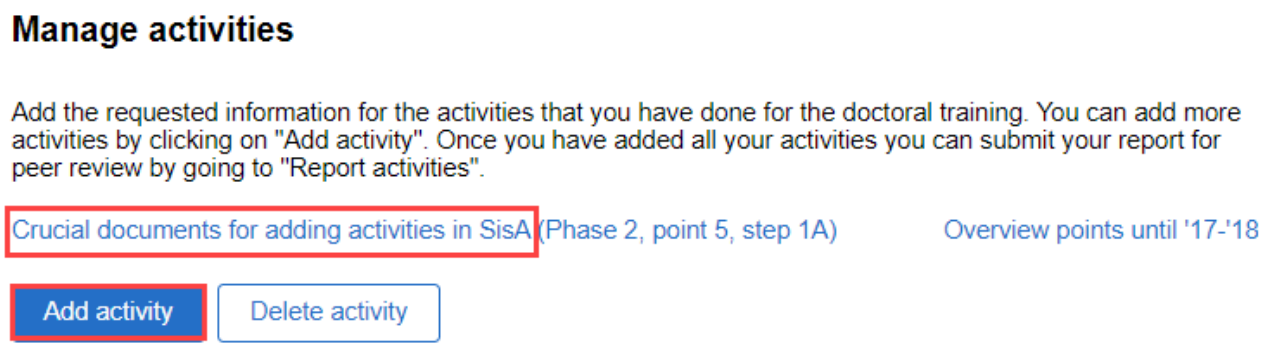
# 7. ADD ACTIVITIES DOCTORAL TRAINING

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”.

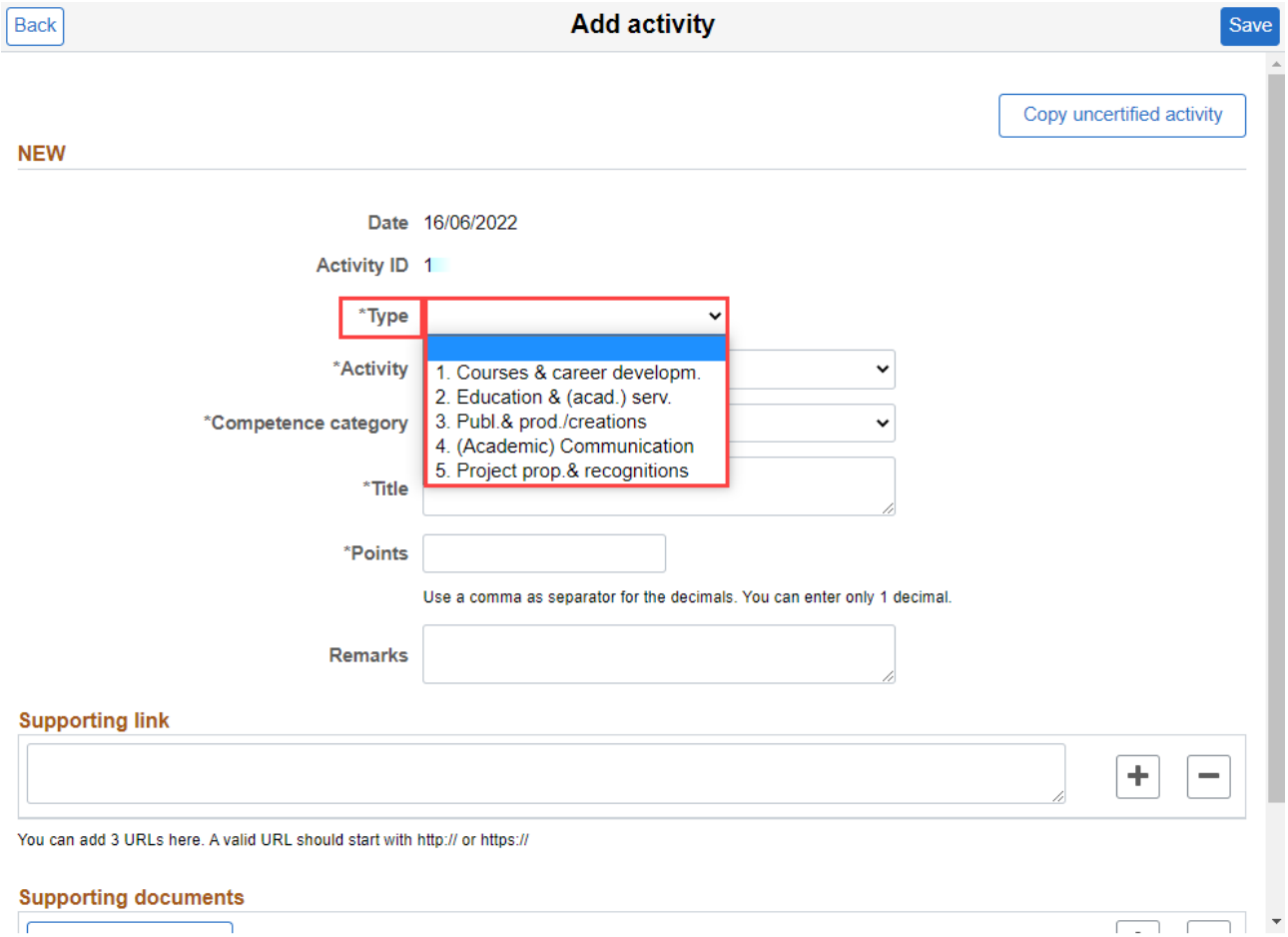



If you are exempt from the doctoral training or if you have completed the doctoral training programme you will get a message to that effect and you will not be able to add activities.

First, choose the type that fits your activity.

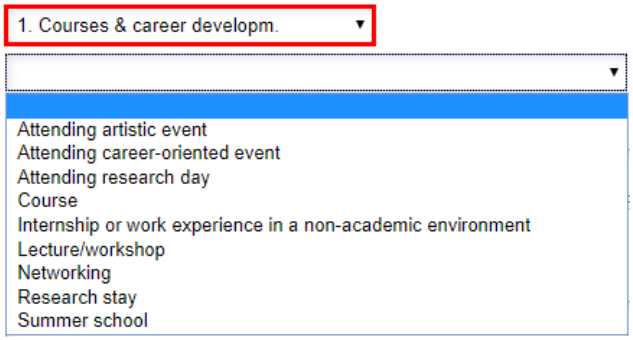
You can choose from:

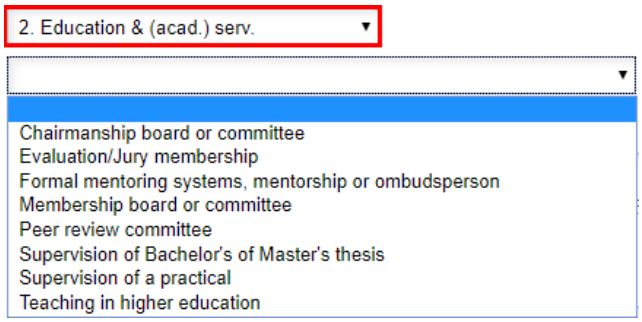
1. Courses and career development
2. Education and (academic) services
3. Publications and productions/creations
4. (Academic) Communication
5. Project proposals and recognitions

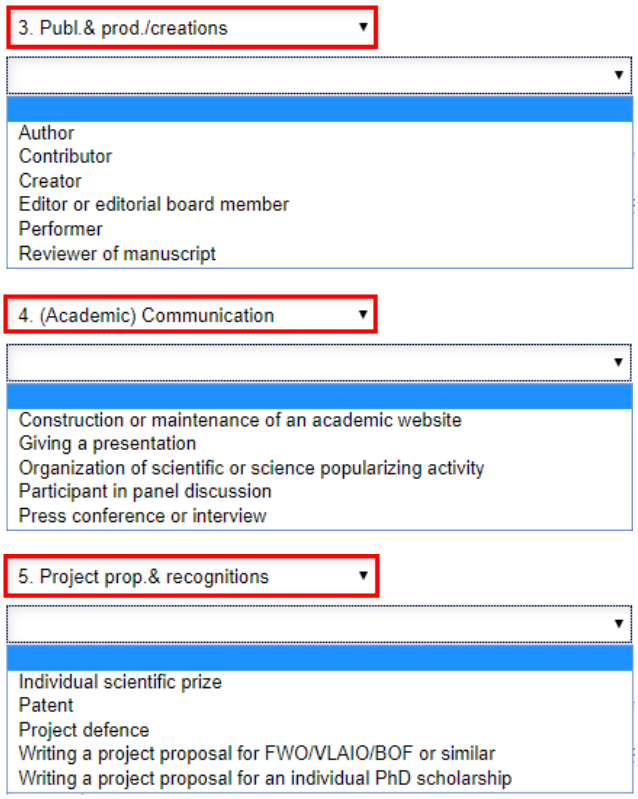



Next choose the activity that you want to add.

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






**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.

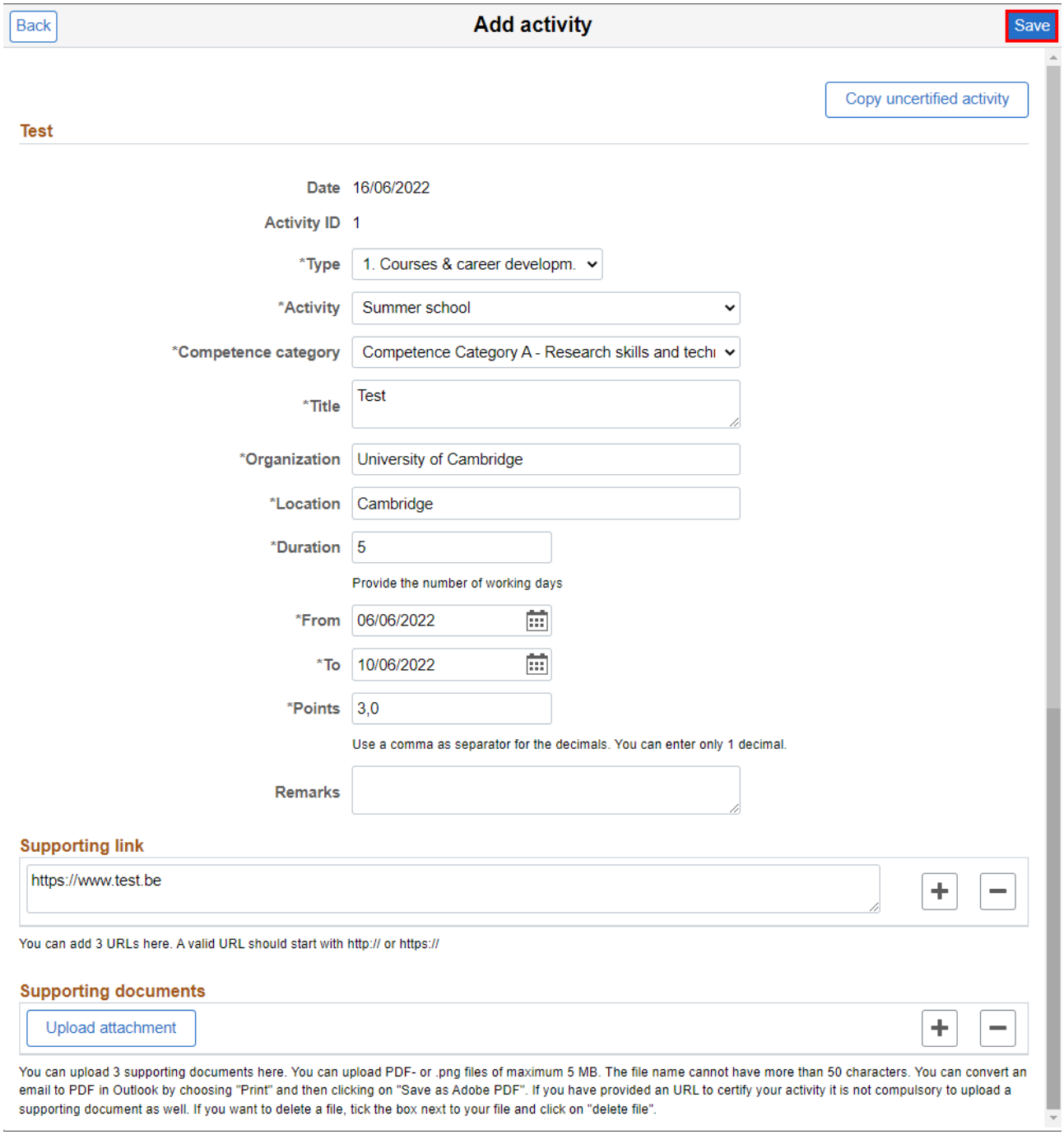
Give yourself points for your activity, bearing in mind your faculty regulation.

**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.




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

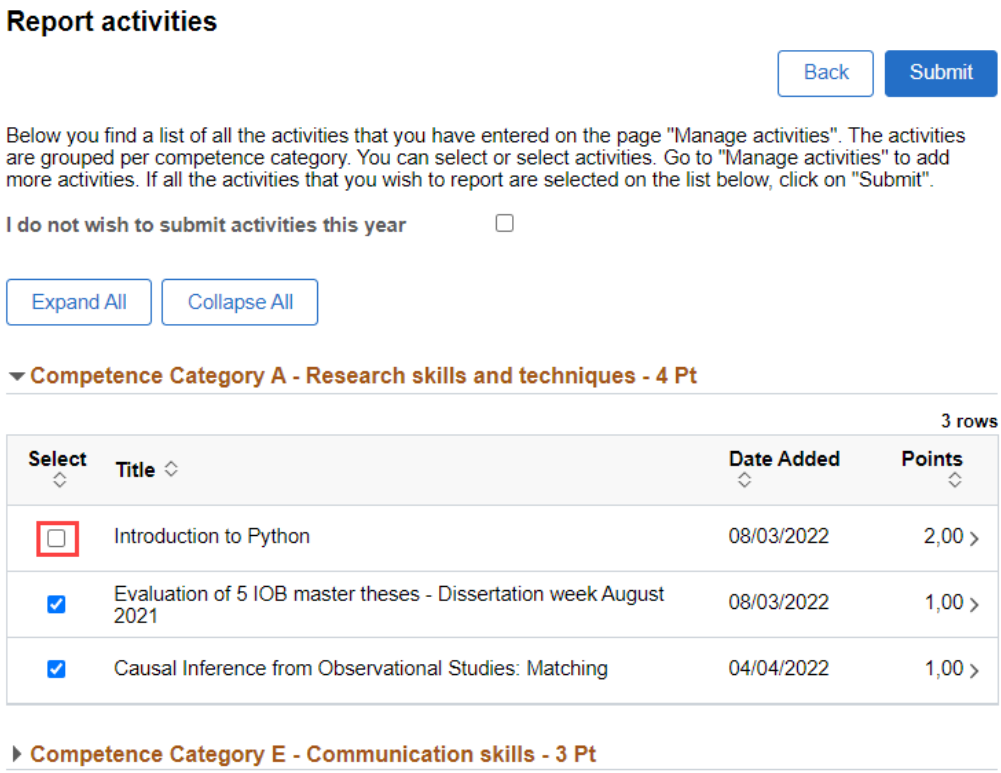
| Term | Date of submission | Date of finalization | Report status | |
|---|---|---|---|---|
| Academic year 2021-2022 | | | Not submitted | > |
| Academic year 2019-2020 | 14/08/20 11:14:00 | 22/09/20 14:13:07 | Finalized | > |
| Academic year 2018-2019 | 10/08/19 19:45:19 | 16/09/19 12:36:00 | Finalized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

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.

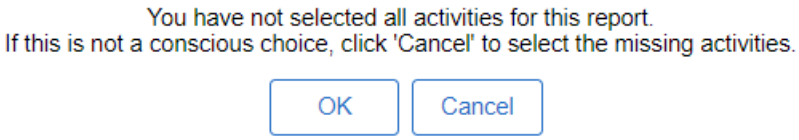
You get an overview of all the activities that you have entered under “Manage activities”. These activities are grouped per competence category. You will see the total points you are about to report.
**Please note:** this is a hypothetical total points. During the review of your report, the peer review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

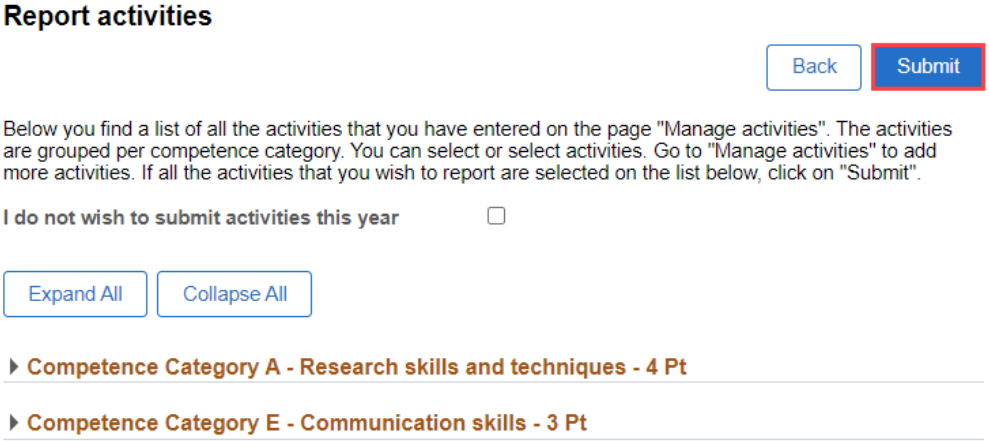
If there is an activity you do not want to include in the progress report, you can deselect it here. The activities that were not included in the progress report remain in the activities list on the tab “Manage activities”. You will be able to add them to the next progress report.




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.

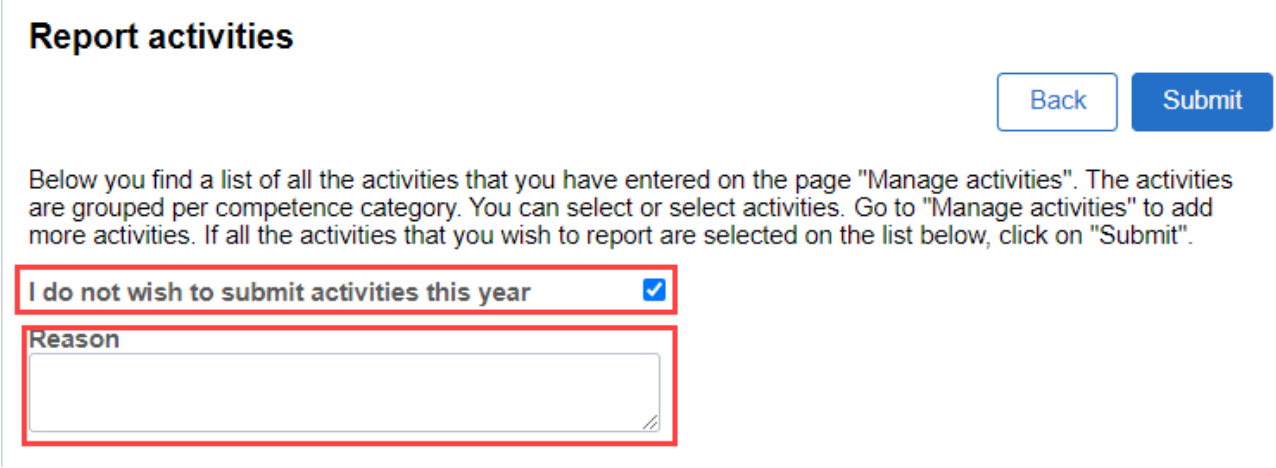



If your list of activities is complete, click on “Submit”.

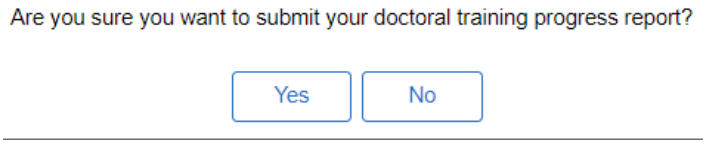


If you do not want to submit activities this period, tick the relevant box and enter a reason for not submitting activities (e.g. just started, defence takes place shortly, interruption due to illness, ….). This will be considered a valid progress report.

Next, click on “Submit”.

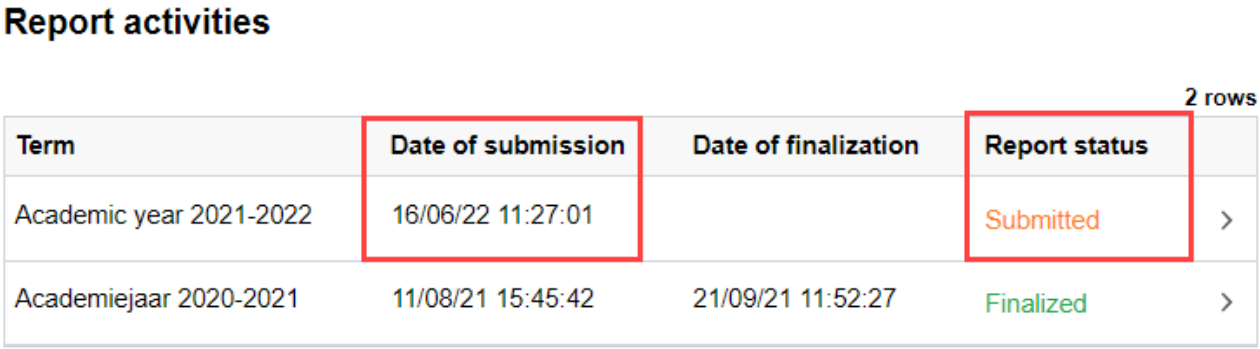



In the next step you will be asked to confirm that you wish to submit the report.




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.

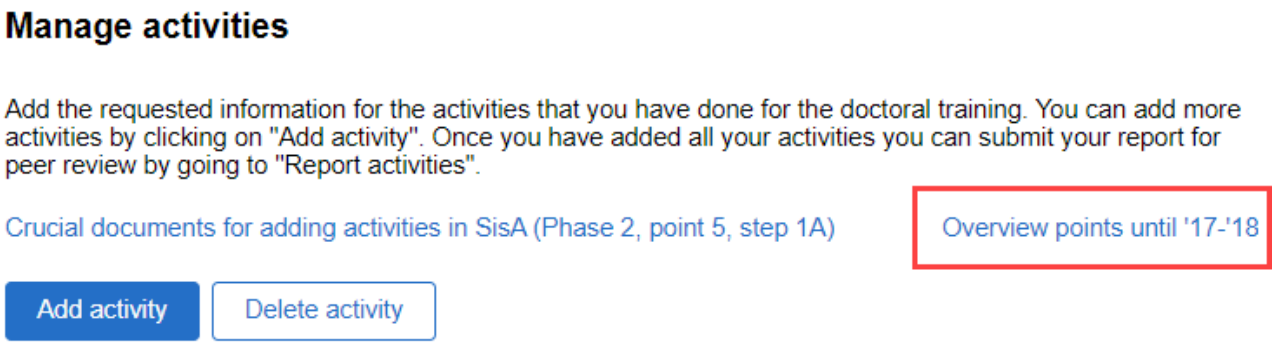
Your report status is now “submitted” and a date is indicated.



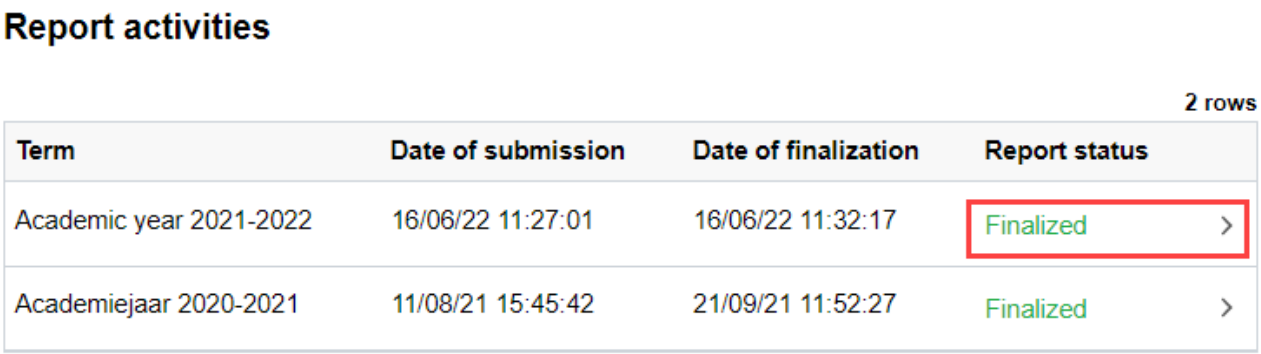
# 9. View your doctoral training progress report

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.

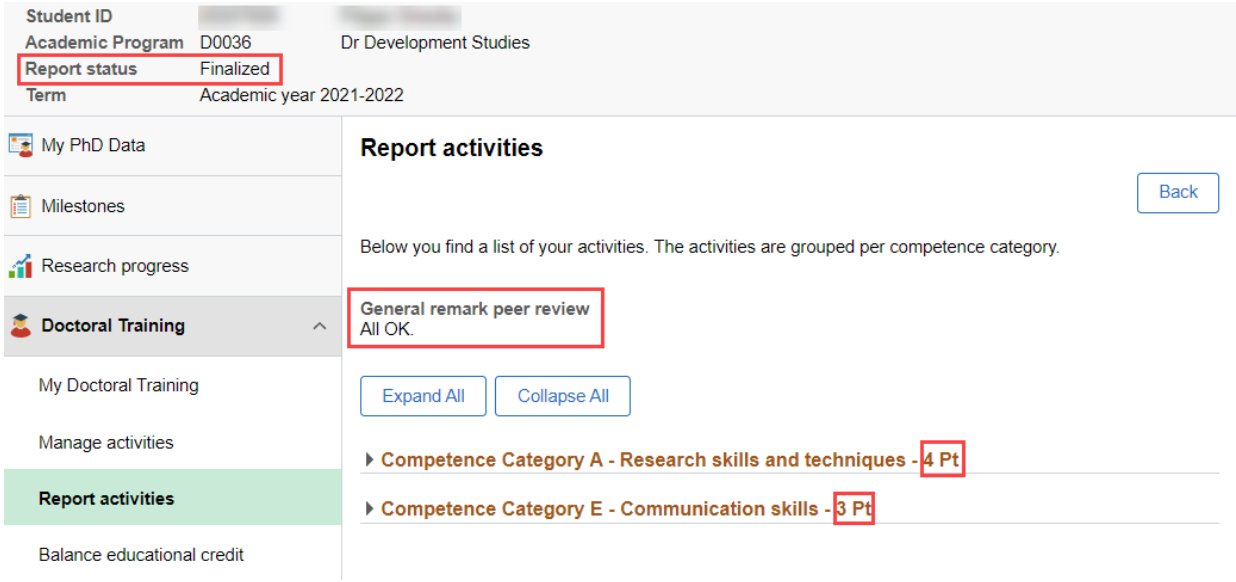
Click on the button “overview points until ’17-’18”.



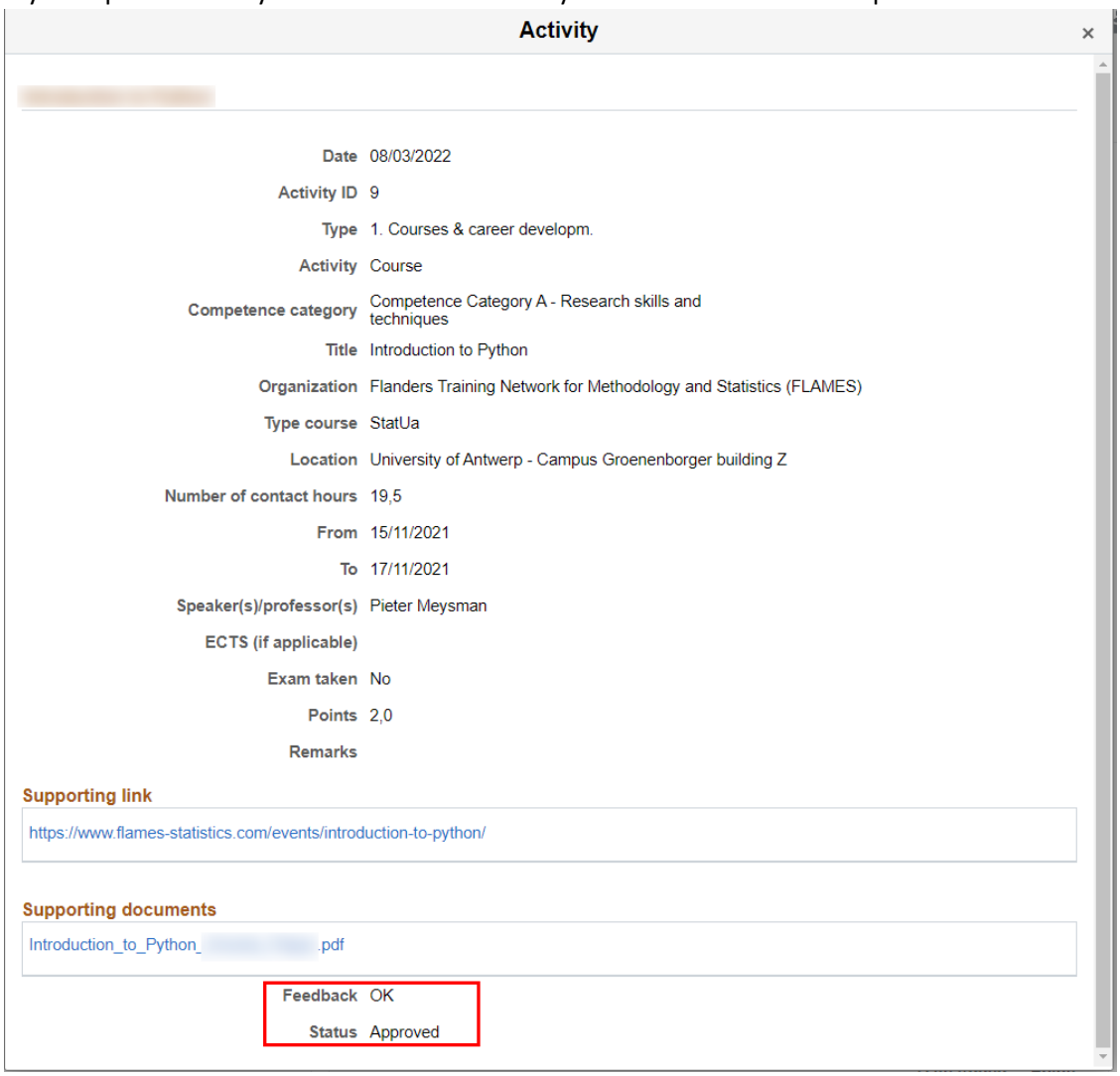

For your reports as of 2018-2019, Click on the tile “ePhD” and next on “Doctoral Training” and on “Report activities”.
Select the relevant academic year. If the report has been reviewed by the peer reviewers or by the compentent committee, the report status will be “Finalized”. Click on the relevant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




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.




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




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 | > |

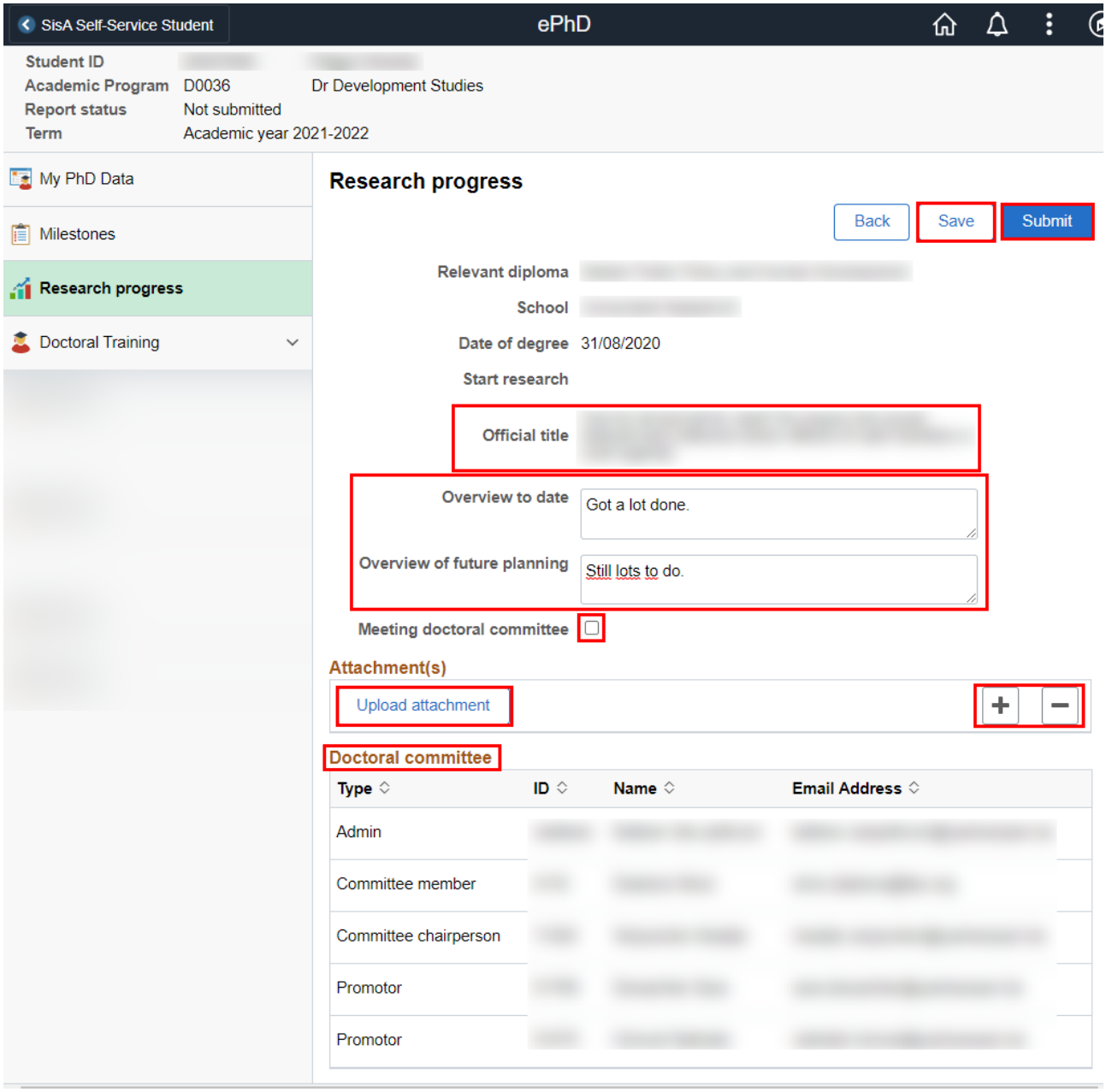
The title is the title of your PhD-dissertation. If this field is empty, the administration of your faculty has not yet entered your title in the database. Contact your faculty administration to have this rectified.

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.

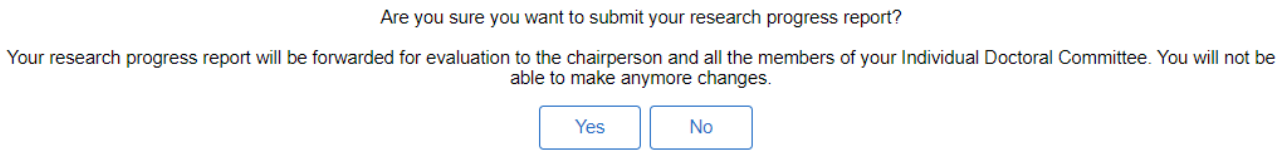
Click on “Save” to preserve your work intermittently. Click on “Submit” when your have finished entering the report.

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.




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.

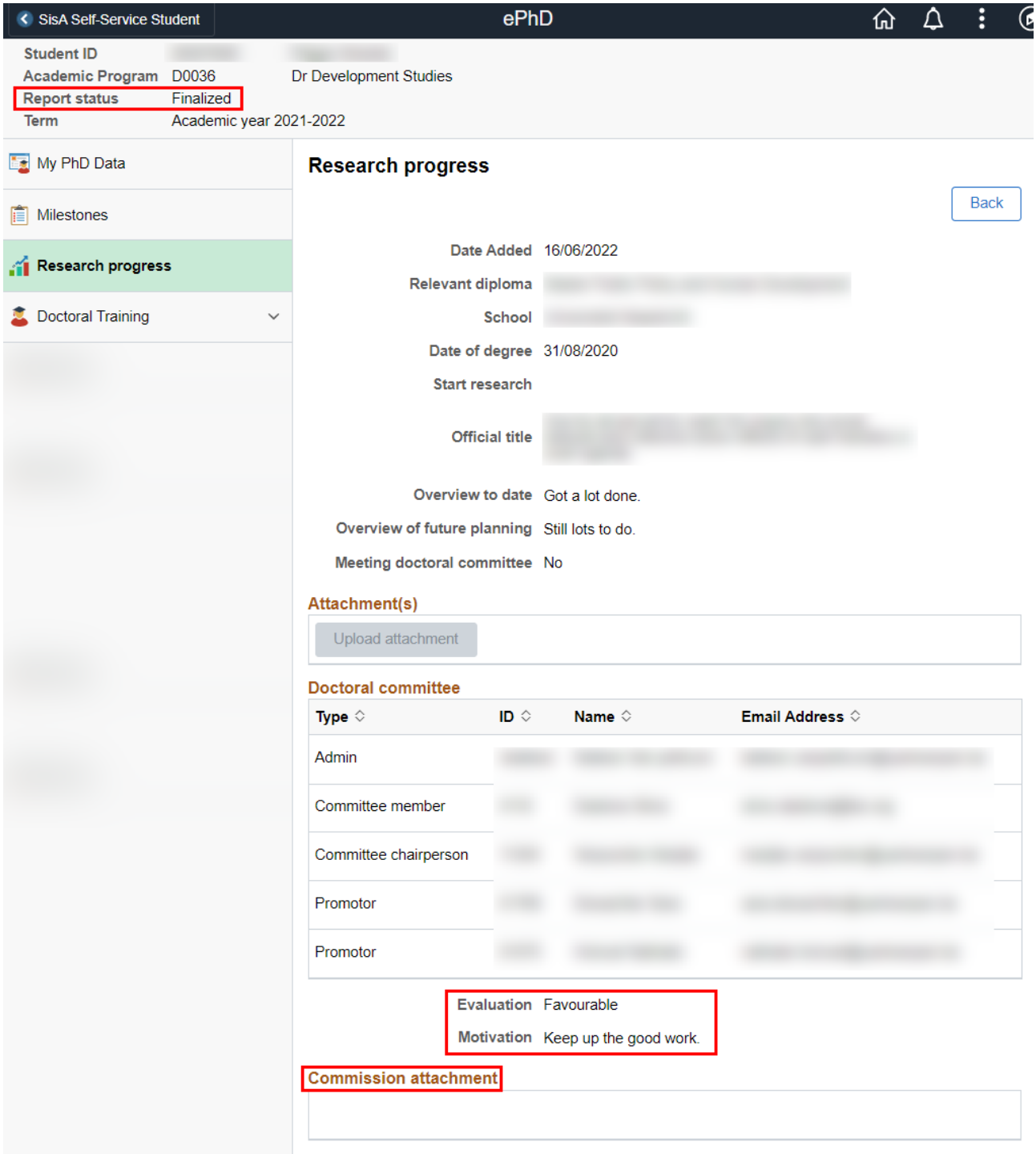
You will see the overview of the reports you have submitted. If a report has been reviewed by the IDC, the report status will be “Finalized”. You can see the evaluation on the right. Click on the relevant row to see the motivation.

**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.

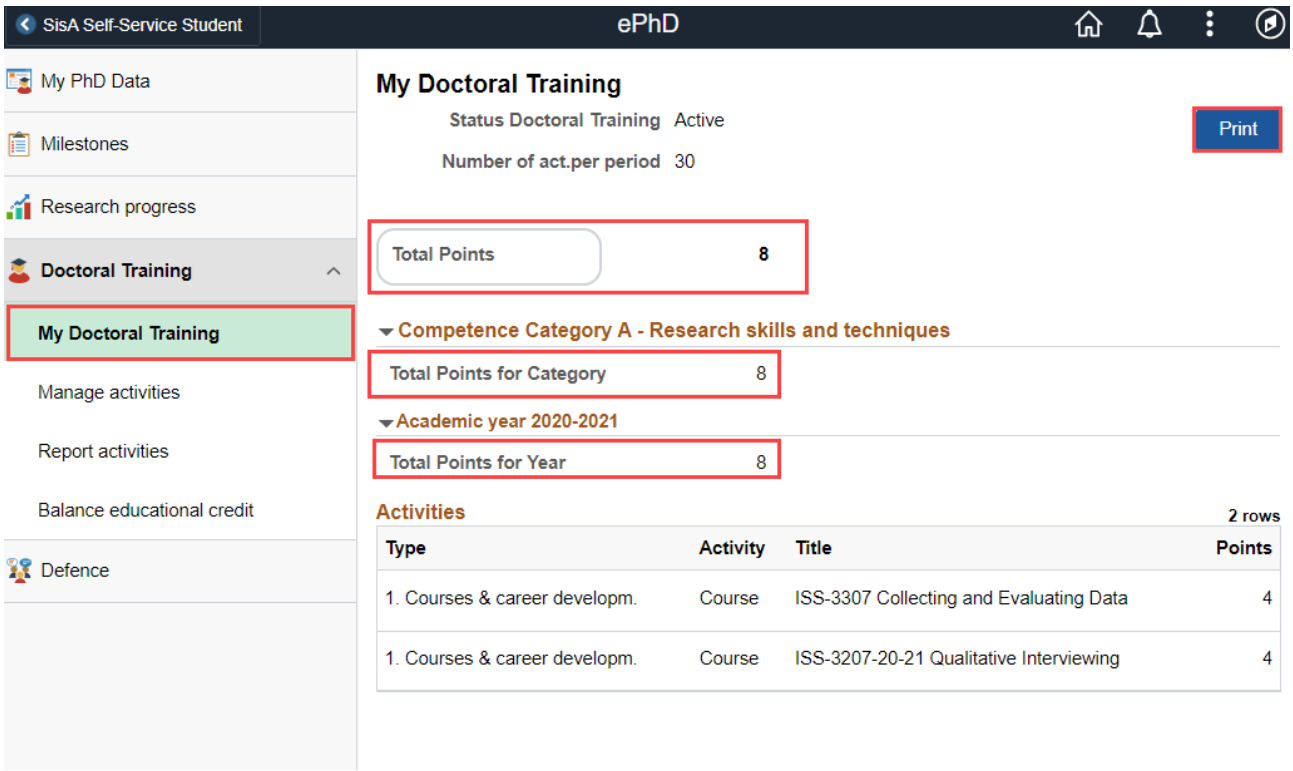



If your report has not yet been reviewed the report status is still “submitted” and you won’t see the evaluation yet.

# 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.

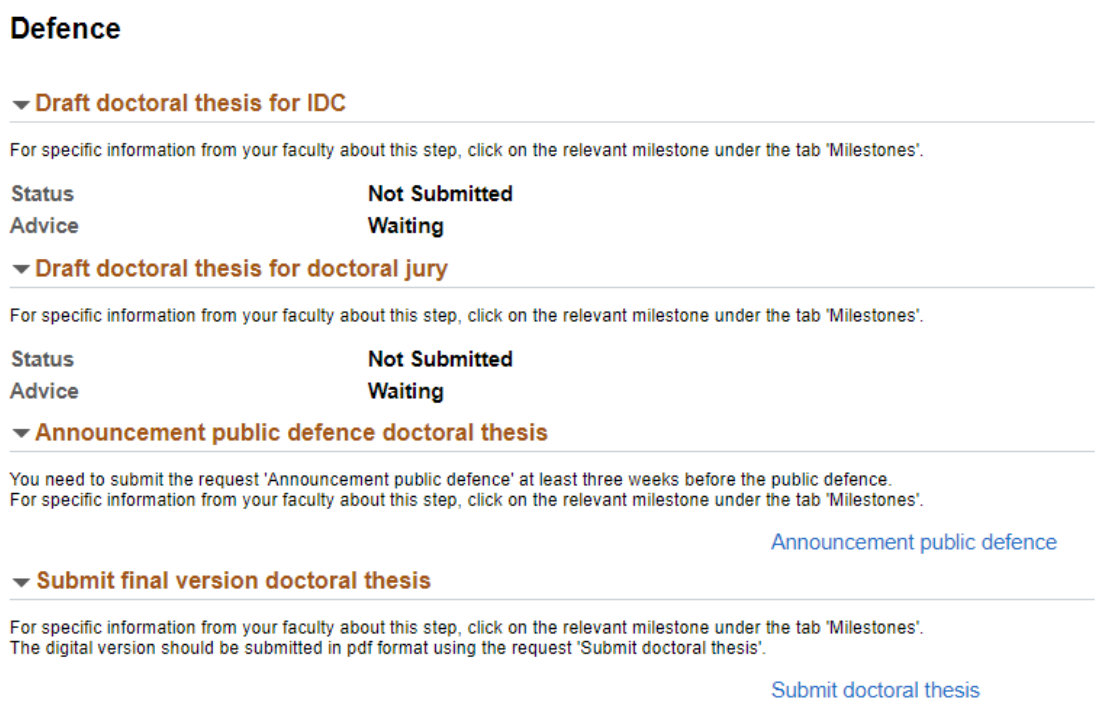
**Please note:** Activities and courses submitted before the academic year 2015-2016 are not shown in this summary. However, the points obtained do count towards the totals of points. In 2014-2015 (for Applied Economics, Law and IOB this will be a different year) you will see a line with “Conversie”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

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

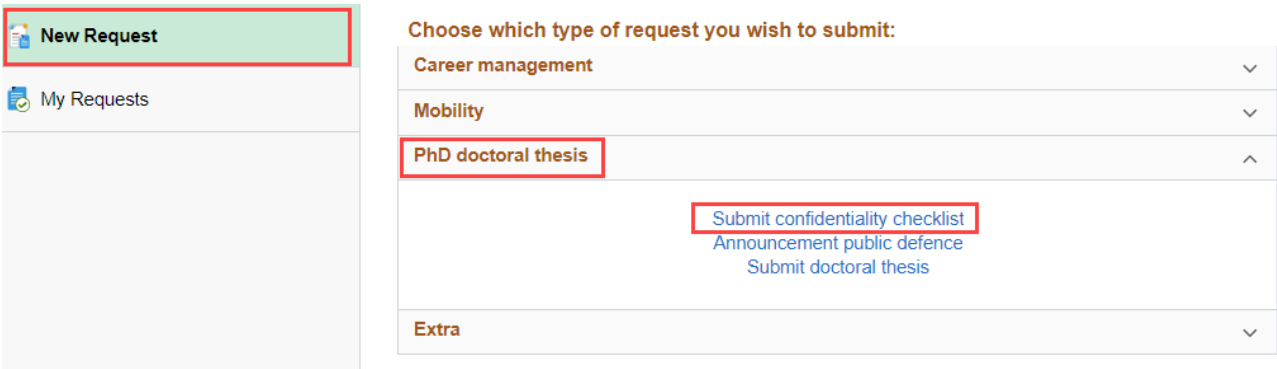
On the “Defence” page you will find more details about the required steps related to the doctoral thesis itself.




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

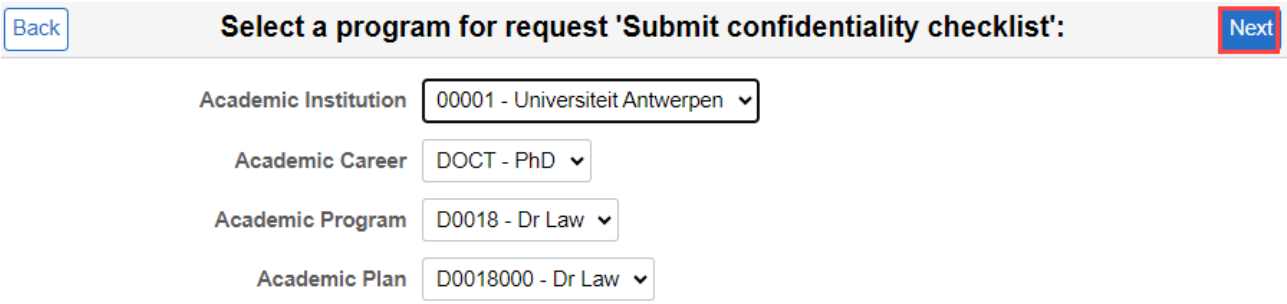
## 14. Submit your confidentiality checklist

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

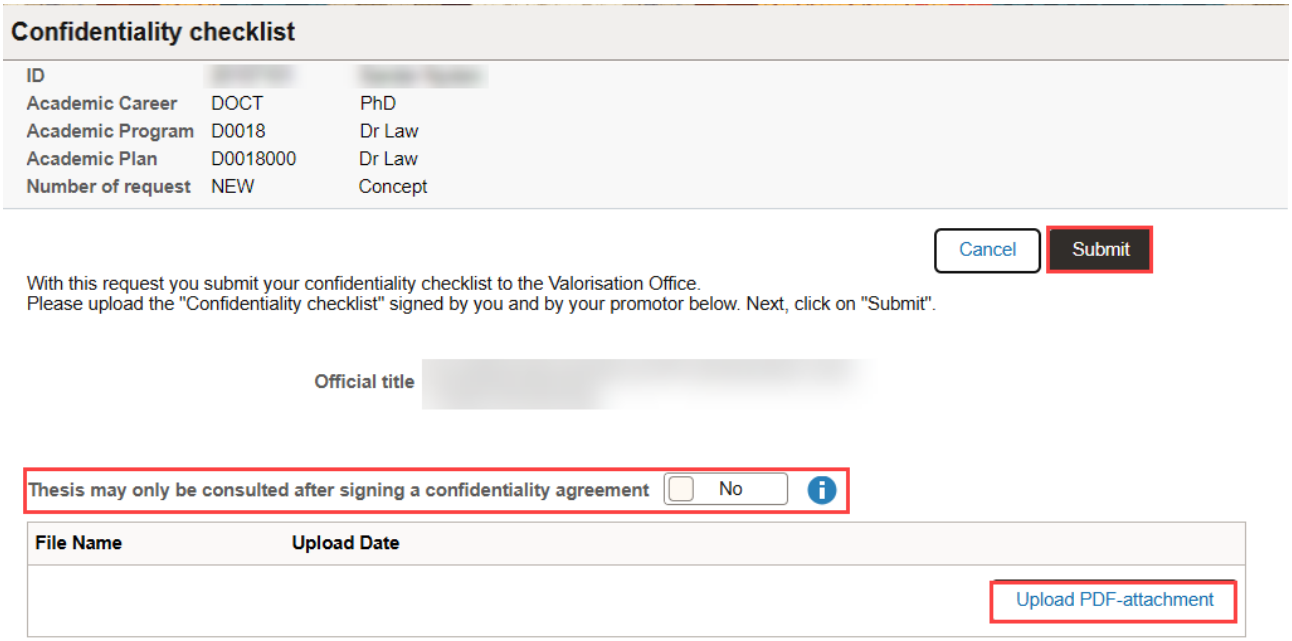



**Attention:** all doctoral students have to submit the confidentiality checklist, even if the doctoral thesis does not contain confidential data. If you have not submitted this checklist, you will not be able to announce your public defence.

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



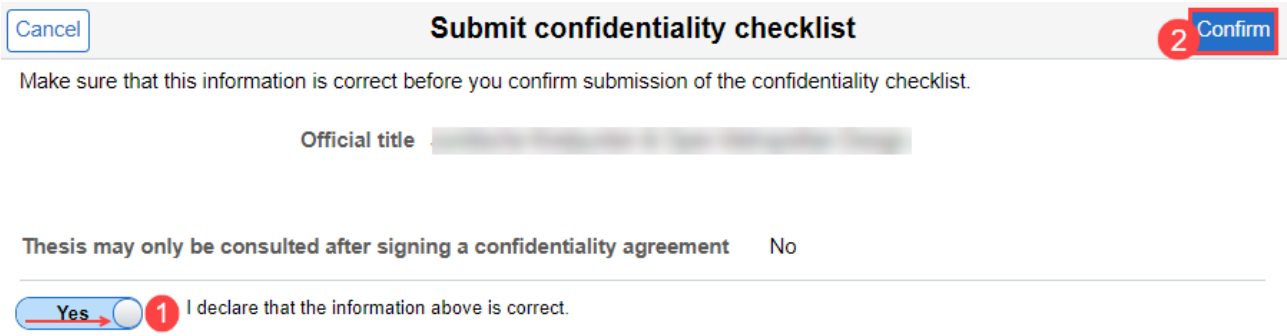

You will get the following page.



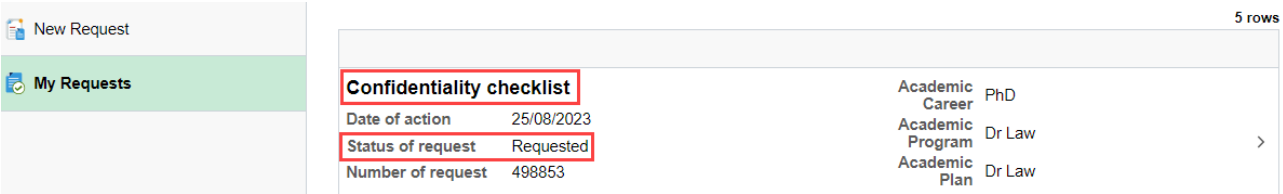

Upload the completed and signed confidentiality checklist in pdf.
If your doctoral thesis may only be consulted after signing a confidentiality agreement, slide the button from "No" to "Yes".
Only change the button to "Yes" if you have indicated in the uploaded form that your thesis may only be consulted 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.



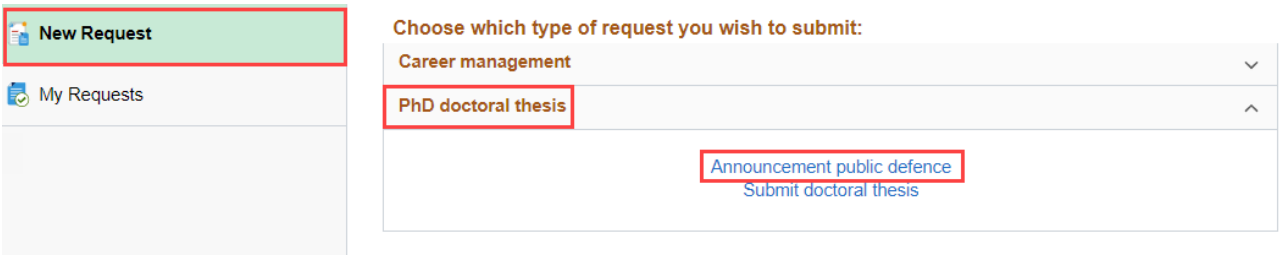

You will get a confirmation on-screen.




## 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”.



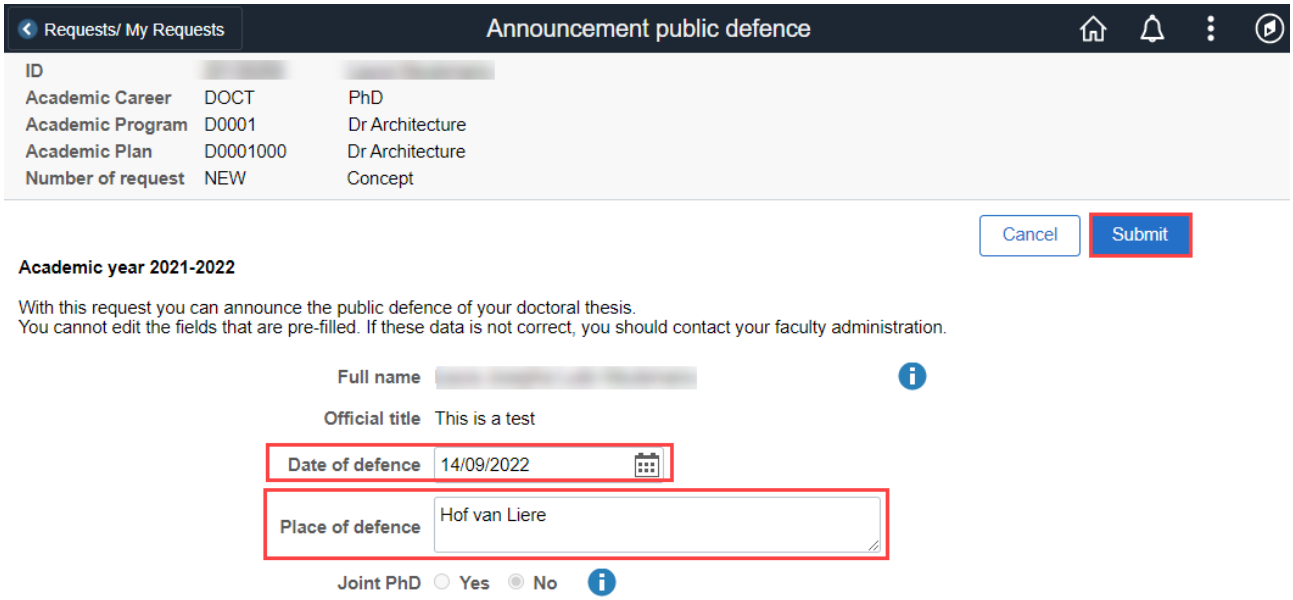

**Attention:** you can only submit this request when your doctoral training programme has been closed, when you have submitted the confidentiaity checklist, when the jury has been composed, when there is a favourable advice of your IPC and when the jury has given permission for the public defence.
All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

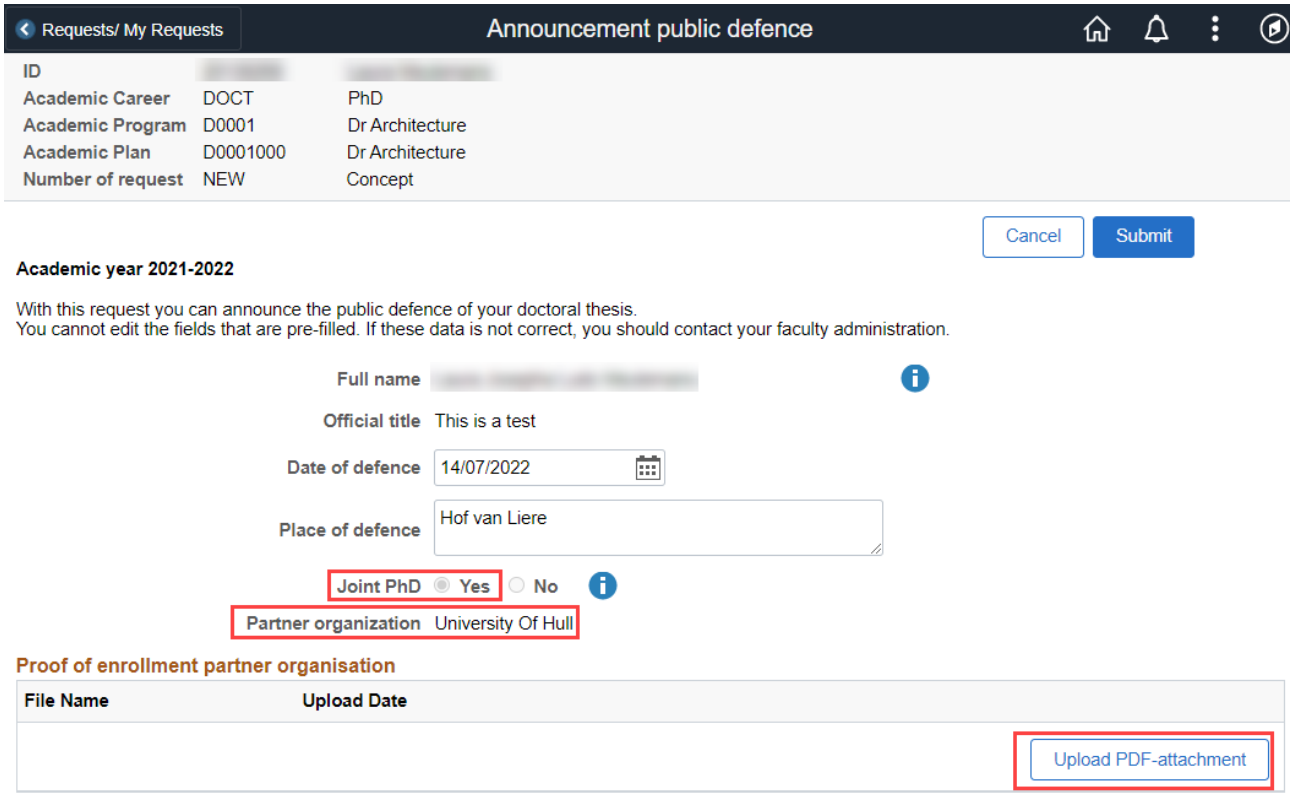
On the next page, you enter the date and the place of your public defence.
It is important to thoroughly check if the information on this page is correct. You full name as it will be printed on the diploma is shown, as well as the title of your doctoral thesis.

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.




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.

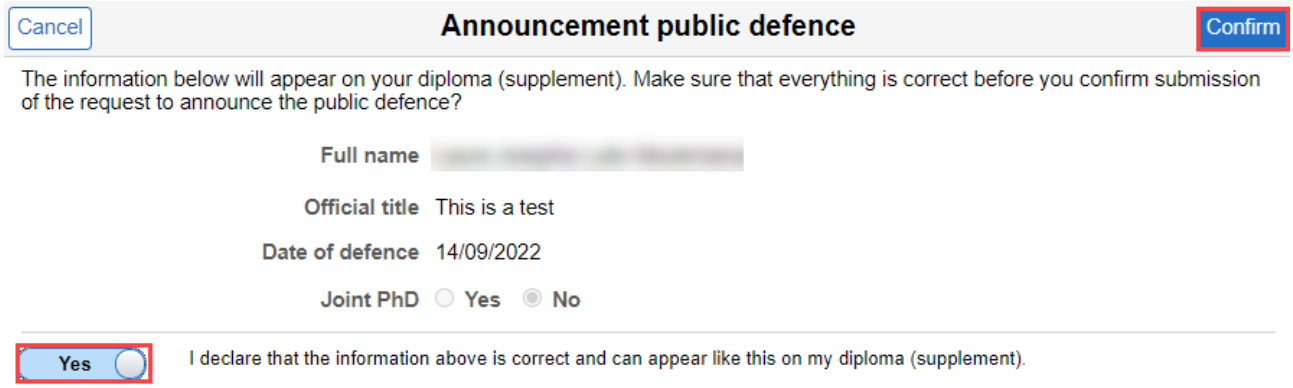



If the information about your joint PhD is not correct, please contact your faculty administration.

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.




Click on “Confirm”.

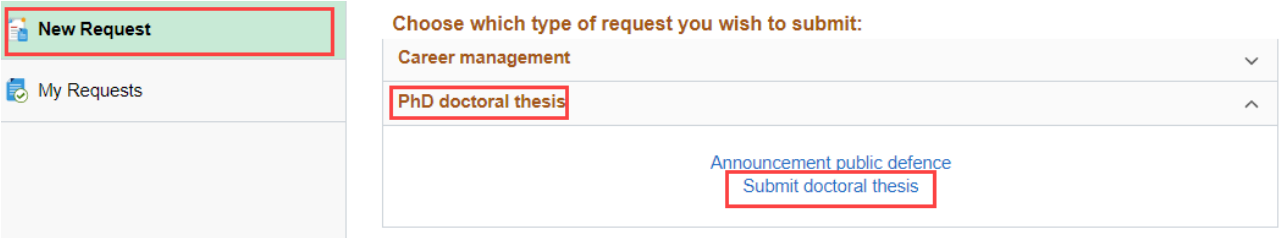
An email announcing your public defence will now be sent to your promotor, your faculty administratino, the Antwerp Doctoral School, the Registrar’s office and to the colleagues of science communication.

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

## 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”.

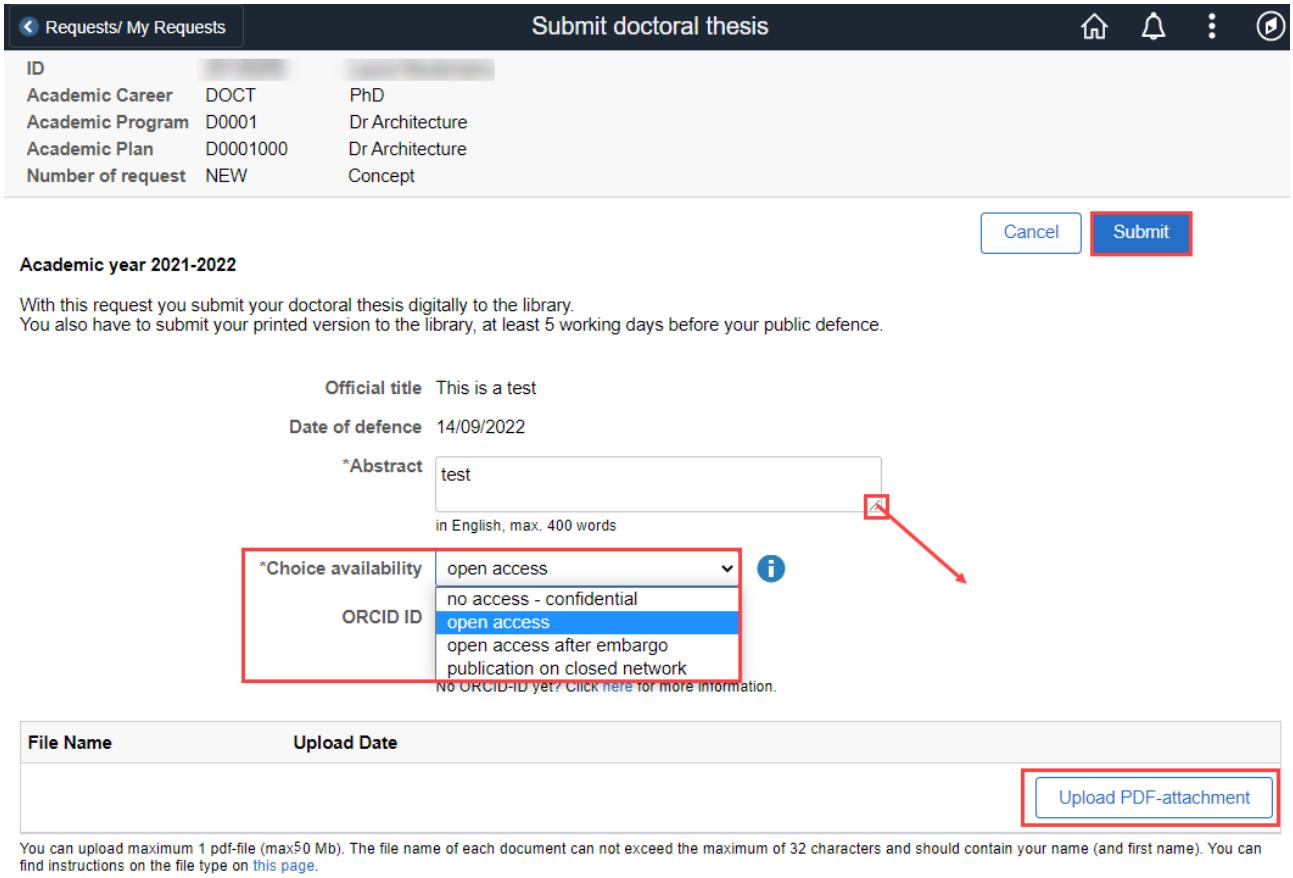
You can also go to the tile “ePhD”, tab “Defence” and click on the link “Submit doctoral thesis”.




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”.

You will get the following page.

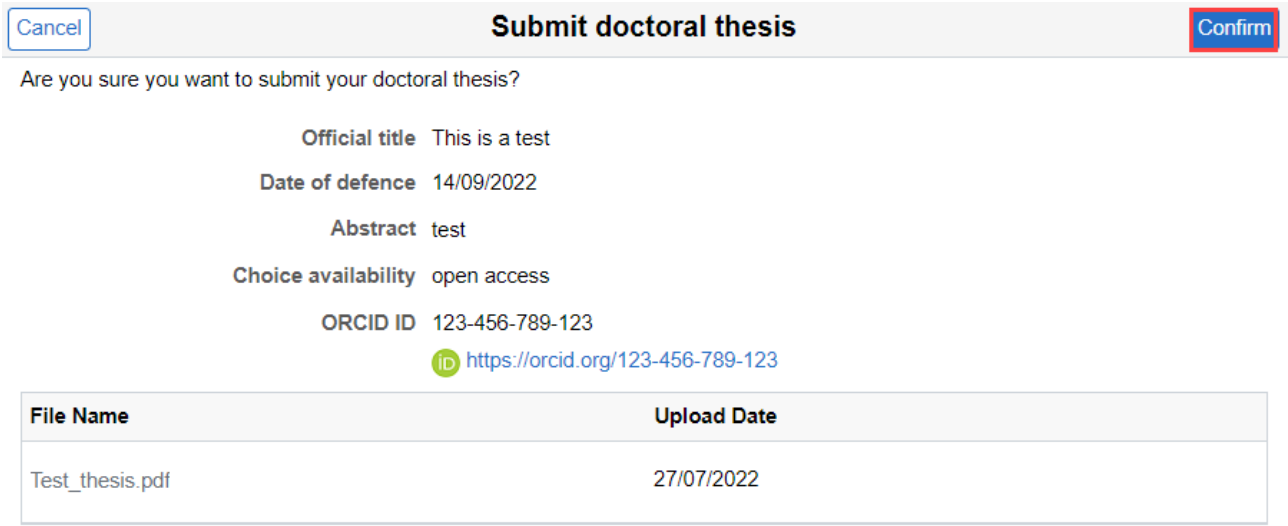



Enter your abstract in English (maximum 400 words). You can expand the field by clicking and dragging the right bottom corner.

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.