



# Ph.D. Handbook 2024-2025

## Administrative Procedures and Guidelines



Evangelische Theologische Faculteit, Leuven

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## INTRODUCTION

The ETF Leuven offers a PhD (doctoral) program in Theology and Religious Studies that is fully recognized by the Flemish Government in accordance with the Codex Higher Education of December 20, 2013. Meeting the admission requirements (section 2) indicates that the student is qualified to attend the annual doctoral colloquium (section 3) and to undertake guided preparation and research with a supervising professor (supervisor) in the Examination Phase (section 4). Upon successful completion of a Doctoral Examination (4.5) before an examining panel, the student begins research and writing in the Dissertation Phase (section 5) under the guidance of a promotor. This culminates in a public defense at a Promotion (section 6).

All researchers associated with ETF Leuven strive for quality research which meets generally recognized ethical principles and requirements (see Appendix 3 – Guidelines for Ethical Advice). Each researcher in his or her functioning acknowledges and demonstrates the importance of these principles and requirements, as announced and regularly reminded of through various forums and publication channels. It is primarily the responsibility of the researcher to apply these research principles and requirements, as well as, if necessary or desired, to seek advice from the Supervisor/Promotor or from the ETF Research Committee.

## 1. ORGANISATION

### 1.1. Doctoral Committee

The Doctoral Committee that oversees the PhD Program consists of the following members or their designated representatives: Andreas J. Beck (HT), Jelle Creemers (Academic Dean) (RM), Jos de Kock (PT), Jacobus (Kobus) Kok (NT), Ronald T. Michener (ST), Koert van Bekkum (OT) (Academic Vice Dean and chairperson), and the PhD Student Representative. A subcommittee consisting of the chairperson, the Academic Dean, a member of the Doctoral Committee, and a member of the Academic Secretariat has a mandate to treat pressing matters between meetings and then report their decisions to the Committee.

### 1.2. Ombudspersons

The position of ombudsperson is held by two persons, an external experienced academic in Theology and/or Religious Studies who is not a member of the Doctoral Faculty, and a Faculty Member who is not a member of the Doctoral Committee. They present themselves yearly at the Doctoral Colloquium and/or at an online meeting with the students organized by the Student Council. It is their responsibility to act as impartial intermediary and, in this capacity, to defend the interest of individual doctoral students before the PhD Administration and/or the promotor(s) and/or the Doctoral Committee in matters of difficulty. The ombudsperson maintains professional confidentiality, permitting the student to discuss sensitive issues. The ombudsperson ([ombuds.phd@etf.edu](mailto:ombuds.phd@etf.edu)) is appointed by the Executive Administration before each Doctoral Colloquium. The ombudsperson for the academic year 2024–2025 are Eva Dittmann (external - [ombuds.phd.extern@etf.edu](mailto:ombuds.phd.extern@etf.edu)) and Jeremy Otten (internal - [ombuds.phd.intern@etf.edu](mailto:ombuds.phd.intern@etf.edu)).

### 1.3. PhD Student Representative and PhD Student Council

During the annual Doctoral Colloquium, the doctoral students elect a (preferably residential) PhD student to be the PhD Student Representative (SR) at the Doctoral Committee (DC) of the following academic year (with possibility of renewal).

The PhD SR participates fully in the DC, which implies the right to be fully informed and the obligation to respect the confidential character of discussed items. In exceptional circumstances the PhD SR may be replaced by a fellow PhD SC member to participate in the DC meeting(s). The PhD SR adopts a loyal attitude towards both PhD students and the DC, without giving up personal autonomy.

For practical reasons, PhD students in the Dissertation Phase living close enough to ETF Leuven to attend meetings regularly will be candidates for the position of PhD SR.

- The PhD SR will be mainly concerned with academic-related issues at the meetings of the DC, such as structural improvements of the PhD Program and the Doctoral Colloquium.
- The PhD SR represents the interests of students and plays an important role in effective communication between students and the DC.
- The PhD SR plays an important role in assisting the PhD Administration and the PR Department, cooperating in improving communication with students, such as via a regular newsletter and in the construction and maintenance of a PhD student community network.

To promote effective working, the PhD SR is supported by a PhD Student Council (SC) which ideally consists of four to six PhD students, striving for a good balance of (1) residential ETF students and non-residential students; (2) students in the Examination Phase and students in the Dissertation Phase; (3) students from different continents.

Every year during the Doctoral Colloquium, the entire student body meets to evaluate the past year's work of the PhD SC and to set priorities for the coming year. At this meeting the students also select PhD SC members for the year. The PhD SC takes care of its internal organization and communicates on a regular basis to all doctoral students. The PhD SC meets as needed via conference call or in person.

#### **1.4. Short Term Research Stay and Research Fellowship**

ETF Leuven offers junior and senior scholars the possibility of a research stay from a week up to three months, in principle at their own expense. Accommodation and facilities for these short-term research stays are arranged by the Leuven Center for Christian Studies, located at ETF Leuven. If a research stay is pursued for goals such as research mobility, knowledge exchange, research cooperation, consolidation of existing cooperation between ETF Leuven and other universities or academic institutions, capacity building, etc., then the prospective visiting scholar may apply for a research fellowship from ETF Leuven. For more information please contact the Dean's Office ([dean@etf.edu](mailto:dean@etf.edu)).

#### **1.5. Main Contact Persons for Questions and Concerns**

The contact person for practical and administrative issues is the Academic Secretariat, and for financial issues the Financial Officer. Questions regarding the content of research, difficulties in study planning and considering a leave of absence are addressed with the supervisor(s)/promoter(s). General questions can be posed to Coordinator of the PhD Program, while issues regarding the organization of the PhD Program are discussed in the PhD Student Council.

In case of individual concerns or complaints, the student first follows the path of communication with to the supervisor(s), the Coordinator of the Doctoral Program and the ombudsperson. If this does not provide a satisfactory solution, a formal complaint can be submitted to the Doctoral Committee, and will be dealt with according to the Appeals Procedure as described in Chapter 7.

The *Code of Conduct on Social Safety ETF Leuven* can be found in the Study Guide (<https://www.etf.edu/en/downloads/>); procedures can be found on Virtual Campus (Main Ad Valvas).

Contact information case of questions:

- Administration of the PhD Program: Academic Secretariat – [as@etf.edu](mailto:as@etf.edu)
- Coordinator of the PhD Program: Koert van Bekkum – [koert.vanbekkum@etf.edu](mailto:koert.vanbekkum@etf.edu)
- Financial Officer: Bookkeeping Department – [bo@etf.edu](mailto:bo@etf.edu)
- Ombudsperson: Eva Dittmann (external) and Jeremy Otten (internal) – [ombuds.phd@etf.edu](mailto:ombuds.phd@etf.edu)
- PhD Student Council – [phdstudentcouncil@etf.edu](mailto:phdstudentcouncil@etf.edu)
- Administrative Director: Jos de Kock – [jos.dekock@etf.edu](mailto:jos.dekock@etf.edu)

## 2. ADMISSION REQUIREMENTS

Admission to the Doctoral Program is granted to a limited number of applicants each year on an individual basis after evaluation of the student's application file by the Doctoral Committee. The main focus of attention is the research potential of the student, although very well qualified applicants may still not be admitted because of the limited number of students that available faculty are able to supervise, both in general and/or in the particular field(s) of study which the applicant wishes to pursue. To assist in determining whether or not there has been adequate preparation to begin doctoral studies, the following options for qualification are considered:

- a) Students can be admitted to the ETF Leuven PhD Program with an NVAO accredited two-year academic master's degree in theology or religious studies, or a degree evaluated as equivalent by the Doctoral Committee. Language requirements depend on the student's anticipated area of research.
- b) ETF holders of the MA in Theology and Religious Studies *cum laude* (70%, including *cum laude* for the thesis) may be admitted to the Examination Phase with advanced standing (Level Two). Advanced students who have completed on a post-master's level some or all of the equivalent of our Examination Phase at another recognized theological faculty may also be considered for admission with advanced standing in our Examination Phase (or, exceptionally, directly into our Dissertation Phase).
- c) Admission for an interdisciplinary project is limited. Candidates for an interdisciplinary program will have had a strong academic/research master's degree (or equivalent) in the specific discipline which they intend to relate to one or more theological disciplines. The Doctoral Committee will consider each case individually and admit only those who can be part of a cooperative project with (an-)other institution(s).

Depending on the Doctoral Committee's evaluation of previous preparation, an applicant may be admitted to level one or two of the Examination Phase, referred for consideration of entry either into our pre-doctoral or MA in Theology and Religious Studies programs or, exceptionally, admitted directly into the Dissertation Phase.

Upon accepting admission, each student agrees to enrolment during the entire time of study in the program. Pro rata fees apply for late starters and spring promotions. For further information, see section 5.5.3 in the current edition of the ETF *Study Guide*. (see [etf.edu/en/downloads/](http://etf.edu/en/downloads/))

## 3. ANNUAL DOCTORAL COLLOQUIUM

Both the Examination Phase and the Dissertation Phase require participation in the annual Doctoral Colloquium in the first full week of September. During this week, each doctoral student gives a progress report by means of a presentation of his/her research, which offers the opportunity for extensive feedback from both professors and peers within and beyond the specific field of research. Students in both phases are required to present a report. More information on these reports is given below (see 4.2 and 5.1).

The Doctoral Committee realizes that situations may arise (such as illness or unforeseen scheduling conflicts) that prevent a student from attending a colloquium or presenting a paper or report. Therefore, any student may request to be excused from these requirements by submitting form PhD#4 ("Request to be excused from Colloquium (in whole or in part) or Annual Report/Paper") to the PhD Administration via Virtual Campus as soon as the need might arise so that the Committee may decide on the request.

Because the ETF Leuven PhD program is primarily non-residential, participation in the colloquium is especially significant in allowing for personal interaction among professors and students, as well as

facilitating examinations and the defense of dissertations. By May of each year a form is sent to each student and faculty member by the PhD Administration to enable registration for the upcoming colloquium and scheduling of any examinations during this week.

#### 4. EXAMINATION PHASE

Students are accepted for research usually in one of six traditional disciplines, corresponding to the ETF Leuven departments:

- Old Testament (OT)
- New Testament (NT)
- Historical Theology (HT)
- Systematic Theology (ST)
- Practical Theology (PT)
- Religious Studies and Missiology (RM)

They are admitted to Level One or Level Two, depending on their previous education. Each of these levels requires about 700 hours of preparation. Students with advanced standing may be admitted directly into Level Two. All students should be able to complete each level in one year.

##### 4.1. Levels

###### 4.1.1 Level One

Students are usually admitted into Level One, which means they would need approximately 1,400 hours to complete the Examination Phase. Level One requires approximately 700 hours of study determined in consultation with the supervisor and approved by the Doctoral Committee. It may be comprised of the following elements:

- a. general study within the main discipline with the emphasis on updating, deepening and broadening with the dissertation topic in view;
- b. study in another area (Minor). It should be directly related to preparation for the dissertation. It is to be selected from two broad categories:
  - (1) reading from another discipline (guided by a member of the resident faculty) or;
  - (2) acquiring a linguistic or other research competence (e.g. a relevant ancient or modern language, empirical methodological skills, etc.).

This may involve taking courses at ETF Leuven or at another recognized institution. Students who do follow a required course in another program are themselves responsible for meeting due dates and other administrative requirements of the particular course/university.

**Supervision.** The student is assigned a supervising professor, depending on academic background, subjects, specializations, etc. Usually the supervisor becomes the promoter when the student enters the Dissertation Phase. The supervisor guides and evaluates the progress of the student (see 4.3 and Appendix 2-Code of Good Practice), calling on colleagues to assist as needed.

###### 4.1.2 Level Two

Level Two requires approximately 700 hours of study and will be comprised of the following elements:

- a. Research leading to preparation of a detailed Dissertation Proposal (see 4.4) to be approved by examination before the student can start in the Dissertation Phase;
- b. Research and writing of an article to submit for publication in a scholarly journal or volume. Prior to its submission, the student needs to ask feedback and permission from the supervisor. Research for this article should be beneficial to the dissertation and it may be co-published with the supervisor. The publishable article plus evidence of submission of the article to a scholarly

- journal or volume needs to be submitted to the PhD Administration (e.g. by a cc or bcc) before the student is allowed to take the Doctoral Examination;
- c. Taking the Doctoral Examination (see 4.5).

**Supervision.** The student is assigned to one or more supervising professor(s), depending on background, subjects, specializations, etc. Usually the supervisor becomes the promoter when the student enters the Dissertation Phase. The supervisor guides and evaluates the progress of the student, calling on colleagues to assist as needed (see 4.3 and Appendix 2-Code of Good Practice).

## 4.2 Annual Paper Session

Every year at the Doctoral Colloquium, students in the Examination Phase are to present a paper, with exception of the first colloquium attended. One of the goals of the paper sessions is to learn how to introduce a scholarly debate and generate interaction. It also provides the opportunity for fellow students and for faculty members who are not involved in the guidance of a specific student to be exposed to his or her methodological skills, scholarship expertise and communicational abilities.

Everyone who presents a paper is to prepare a handout indicating:

- (1) outline,
- (2) academic problem addressed,
- (3) main results summarized in one or two sentences,
- (4) crucial primary sources, and
- (5) most relevant secondary sources.

The handout also needs to be submitted to the PhD Administration via Virtual Campus.

Paper sessions are to be 20-30 minute presentations followed by 15 minutes interaction (total time 45 minutes). They provide an opportunity for the faculty to observe, correct and improve the student's ability to communicate academically. They are not graded, but help evaluate the student's presentation skills and research progress. Students should be aware of the following items when preparing and presenting colloquium papers:

**Language** - The presentation should be comprehensible for the audience, i.e. scholars and doctoral level students who may be working in another area. General knowledge of theological disciplines and terminology will be presumed, but technical jargon with reference to a particular discipline or sub-discipline should be explained. Papers that can only be understood by a small part of the audience are not suitable.

**Subject Matter** - The paper should reflect the student's research. The choice of the topic should be made in consultation with the student's supervisor. Ideally the paper presentation of students in Level One is related to the *status quaestionis* of the tentative dissertation topic. The paper presentation of students in Level Two may have a close relationship to the Dissertation Proposal or publishable article. In any case, the papers cover aspects of the field that will be explored further in the student's dissertation.

When registering for the colloquium in May, the student is expected to provide the PhD Administration with a (working) title of the presentation. An abstract (maximum 200 words) needs to be submitted via Virtual Campus by 15 August at the latest to be printed in the Colloquium Handbook. The title and abstract should guide students and professors as to which presentations are most fitting for them to attend when it is not otherwise obvious.

## 4.3 Student Progress Evaluation

### 4.3.1 Progress Sheet



Student and supervisor agree yearly on a planning using a Progress Sheet per level of the Examination Phase – Form PhD#1 or PhD#2 (“Progress Sheet Examination Phase, Level 1 or Level 2”). The student takes the initiative to discuss this with the supervisor(s). A concrete work plan should be presented with the planning. Every level should include agreements concerning supervision, evaluation (on the basis of e.g. assignments, reviews, reading reports, or an oral evaluation) and/or examination. Both levels may be worked on simultaneously. Except for the first year, also an evaluation of the past year’s progress needs to be included. When the planning is agreed upon, the Progress Sheet is sent by the student, with approval of and comments by the Supervisor, to the PhD Administration before 10 October.

Six months later, after consultation with the supervisor, the Progress Sheet(s) with a short update on progress and/or adaptation of planning will be sent to the PhD Administration by 10 April.

Students who enroll during the Academic Year should submit a Progress Sheet within two months after the start of their studies. Thereafter, they follow the regular schedule.

The Progress Sheets are reviewed by the PhD Administration. Incomplete sheets will not be accepted and will be returned to both supervisor and student for completion. The Progress Sheets will then be sent by the PhD Administration to the PhD Program Coordinator for reporting to the Doctoral Committee. If serious issues regarding progress arise, the student and/or supervisor are contacted by a member of the Doctoral Committee.

An approved Progress Sheet is required for the student’s continuation in the PhD Program of ETF Leuven.

#### **4.3.2 Leave of Absence**

Students who for personal reasons may need to suspend their studies may request a Leave of Absence for up to one year to the Doctoral Committee for approval. Extension of this leave may also be requested. Financial implications for Leaves of Absence are stated in the Study Guide (Chapter 5.6).

A student who has no clear idea of when studies may be resumed may withdraw from the program. In such a case, when the student decides to resume, he/she submits a letter of motivation, assuring the Doctoral Committee that adequate time and resources will be devoted to study. The Committee then polls the doctoral faculty through department heads to determine the availability of a supervisor willing to pick up the thread with the student. If one is found, and no further obstacles arise, the student could then resume doctoral studies at almost any moment in the concerned academic year.

Students who do not continue their studies at ETF Leuven may request an attestation of enrolment and, where applicable, of studies completed.

#### **4.4 Dissertation Proposal**

The Dissertation Proposal should be in the same language as the dissertation, with an English text of the title and abstract. The proposal (2,000-3,000 words, the select bibliography not included) must contain the following items:

- provisional title (and subtitle) of the dissertation;
- abstract: brief description of the issue to be investigated (max. 250 words);
- rationale and positioning of the research objectives in relation to present research and indication of anticipated contributions;
- main research question and sub-questions;
- significance of the project for the chosen (sub-)discipline and for theology in general (max. 250 words);

- methodological issues: broader questions, method(s) to be followed, research design;
- preliminary overview of contents of the dissertation;
- work plan: work packages or stages of research, anticipated time spent in each, and (in case of empirical research) research ethics;
- preliminary select bibliography.

The Dissertation Proposal is submitted by the student via Virtual Campus to the PhD Administration who informs the Doctoral Committee and distributes it to the members of the examining jury (see the following paragraph).

#### **4.5 Doctoral Examination**

The Doctoral Examination is the culmination of the Examination Phase and, if successfully passed, marks the transition to the Dissertation Phase. The Doctoral Examination is an evaluative discussion based on the Dissertation Proposal (see 4.4) and the article submitted for publication (see 4.1.2b) and serves two purposes. Firstly, the student must be able to defend the project in the context of his/her major field. Secondly, critical questions will be asked on the project and the student should be able to convince the examiners its relevance and contribution to theology and religious studies as a whole.

If the supervisor and student expect that the requirements for the Examination Phase will be met by or during the next Doctoral Colloquium, they report this on the April Progress Sheet. The PhD Administration then includes the planned Doctoral Examination in the colloquium schedule. The submitted article and Dissertation Proposal need to be sent to the PhD Administration via Virtual Campus no later than 15 August to be forwarded to the examiners. The jury consists of the supervisor, a Doctoral Committee representative (who serves as chairperson), and one or two other professors. Preferably two departments are represented. The supervisor reserves the right to cancel the examination until one week before the start of the colloquium, if in his or her judgement the student is not yet ready after all. Exceptionally, Doctoral Examinations can be taken throughout the year, in which case requests must be submitted to the PhD Administration at least two months beforehand and the required documents must be handed in at least two weeks beforehand. The examiners decide on the result of the examination. In case of disagreement among the examiners, the decision will be deferred to the Doctoral Committee.

All students who pass the examination are granted permission to enter the Dissertation Phase. Students who fail the examination may be allowed to take one re-examination in the following year. Students who fail, but are not allowed to take a re-examination, may request an attestation of enrolment and, where applicable, of studies completed, but will not be allowed to proceed to the Dissertation Phase.

### **5. DISSERTATION PHASE**

Upon completion of the Examination Phase with the successful passing of the Doctoral Examination, the Doctoral Committee assigns the student to a promoter from the faculty (usually the existing supervisor). If necessary, a second promoter and/or one or two co-promoter(s) with complementary expertise are also appointed. The dissertation must demonstrate the student's ability to do independent and original research and thereby making a valid contribution to scholarly literature.

After assignment to a promoter, the student has three full-time years (or six years part-time) in which to research, write, and defend the dissertation.

## 5.1 Annual Paper Session

Every year at the Doctoral Colloquium, students in the Dissertation Phase are required to prepare a presentation.

Everyone who presents a paper is to prepare a handout indicating:

- (1) outline,
- (2) academic problem addressed,
- (3) main results summarized in one or two sentences,
- (4) crucial primary sources, and
- (5) most relevant secondary sources.

The student is expected to give a 20-30 minute presentation followed by interaction (in total 45 minutes). This interaction is to grow out of and contribute directly to the research and writing of the dissertation. The handout also needs to be submitted to the PhD Administration via Virtual Campus.

**Language** - The presentation should be comprehensible for the audience, i.e. scholars and doctoral level students who may be working in another area. General knowledge of theological disciplines and terminology will be presumed, but technical jargon with reference to a particular discipline or sub-discipline should be explained. Papers that can only be understood by a small part of the audience are not suitable.

**Subject Matter** - The paper should come directly from one's dissertation research and can take one of several forms:

- (1) Selection from part(s) of the dissertation. In that case it might resemble a formal paper, with the option of providing a handout (cf. 4.2).
- (2) Report on some aspect of the student's research such as:
  - (a) procedures for choosing and gathering sources - including failures and difficulties,
  - (b) process of deciding on the outline, or
  - (c) process and reasons for narrowing or broadening research.

When registering for the colloquium in May, the student is expected to provide the PhD Administration with a (working) title of the presentation. An abstract (maximum 200 words) needs to be submitted via Virtual Campus by 15 August at the latest for publication in the program of the Doctoral Colloquium. The title and abstract should guide students and professors as to which presentations are most fitting for them to attend when it is not otherwise obvious.

## 5.2 Student Progress Evaluation

### 5.2.1 Progress Sheet

The student and the promoter annually agree on a planning using a Progress Sheet – Form PhD#3 ("Progress Sheet Dissertation Phase"). The student takes the initiative to discuss this with the promoter(s). When the planning is agreed upon, the Progress Sheet is sent by the student to the PhD Administration via Virtual Campus, with approval of and comments by the promoter, before 10 October. The concrete work plan indicated in the Dissertation Proposal should be clarified on this sheet, including research time to be invested per month. An evaluation of the past year's progress needs to be submitted before 10 October as well. A short update on progress and adaptation of the planning are to be indicated and sent to the PhD Administration by 10 April. In case of substantial changes to the Dissertation Proposal, this needs to be resubmitted to the Doctoral Committee.

The Progress Sheets are reviewed by the PhD Administration. Incomplete sheets will not be accepted and will be returned to both supervisor and student for completion. The Progress Sheets will then be sent by the PhD Administration to the PhD Program Coordinator for reporting to the Doctoral

Committee. If serious issues regarding progress arise, the student and/or supervisor are contacted by a member of the Doctoral Committee.

Students in the Dissertation Phase are evaluated once every two years by at least two members of the Doctoral Faculty, preferably the Program Coordinator, the Department Head, and the Promoter. The Progress Sheets, the colloquium presentation, and a writing sample of at least 10 pages of the dissertation (to be submitted to the PhD Administration via the Virtual Campus by 15 August) form the basis for the evaluation. Reports by all examiners are submitted to the Doctoral Committee, to be discussed at the first Doctoral Committee meeting following the colloquium.

An approved Progress Sheet and/or positive evaluation is required for the student's continuation in the PhD Program of ETF Leuven.

### **5.2.2 Leave of Absence**

Students who for personal reasons may need to suspend their studies may request a Leave of Absence for up to one year to the Doctoral Committee for approval. Extension of this leave may also be requested. Financial implications for Leaves of Absence are stated in the Study Guide (Section 5.6).

A student who has no clear idea of when studies may be resumed may withdraw from the program. In such a case, when the student decides to resume, he/she submits a letter of motivation, assuring the Doctoral Committee that adequate time and resources will be devoted to study. The Committee then polls the doctoral faculty through department heads to determine the availability of a supervisor willing to pick up the thread with the student. If one is found, and no further obstacles arise, the student could then resume doctoral studies at almost any moment in the concerned academic year.

Students who do not continue their studies at ETF Leuven may request an attestation of studies completed.

## **5.3 General Guidelines for the Dissertation**

### **5.3.1 Standards that need to be met**

- The dissertation must be a major piece of independent scholarly research in some field of theology or religious studies, enhancing knowledge beyond the actual state of research in the given area.
- The dissertation must be written in Dutch, English, French, German, or another language in which both the student and the promoter(s) are fluent and approved by the Doctoral Committee.
- Topic and scope of the dissertation must be restricted and clearly defined. The problem which needs to be solved by way of academic research must be explicitly defined in the introduction, and the appropriate methods and logical steps to solve it need to be stated clearly.
- A dissertation should demonstrate awareness of the current state of research as well as of the latest relevant literature and state this concisely. It should go from there to the argument, and not dwell at length on matters already covered satisfactorily by others.
- A dissertation must show ability to precisely handle appropriate methods in the chosen field of research. The student has to work with relevant sources, and must diligently document the use of primary and secondary sources. One cannot make claims without substantiation.
- The dissertation should normally be between 100,000 and 150,000 words in length, including footnotes, but not bibliography or appendices. For dissertations outside this limit the student must submit a request for approval to the Doctoral Committee via the PhD Administration.

### **5.3.2 Use of Primary and Secondary Sources**

Primary sources are either original documents, the recorded results of one's own investigations, or direct information from a person who is the object of study. Secondary sources are (usually documented) references by others to such primary sources. Primary as well as secondary sources must

be identified in such a way that they can be traced by the reader. In a dissertation, a student must use all primary sources that are relevant to the research and accessible. Use of secondary sources is appropriate:

- If the primary source is not accessible;
- To identify the source whenever arguments or information are obtained from it;
- To inform the readers about opponents and supporters of a certain opinion;
- When the source provides opinions or arguments that need to be challenged.

### **5.3.3 Research in Other Languages**

All relevant sources in a dissertation must be processed in their original language. E.g. where patristic opinion is studied, it will be necessary to make use of patristic texts in the original languages. Requirements may be less strict when a dissertation does not involve a detailed study of patristic writings, but a more synthetic overview of opinion about a certain topic. It is acceptable to make use of translations of literature in a language in which the student is not fluent. However, when dealing with a very particular statement the student usually needs to check the wording in the original text when:

- The editor of a translation signals different possible interpretations;
- The translations contradict each other;
- The student feels uncertain about the rendering in the translation;
- The precise wording of a phrase or statement is important for proving the student's point.

A student should include all relevant literature in the main European languages (English, German, and French) in the research. Interaction with literature in other languages is not only desirable but also indispensable, particularly if the subject is pertinent for researchers within that specific language group.

## **5.4 Detailed Procedures for the Dissertation Phase**

### **5.4.1 Joint, Double or Cooperative Doctorates**

A joint doctorate is a doctoral thesis researched, written and defended under joint responsibility of two partner institutions. This arrangement may result, depending on the agreements concluded, in one of two types of diploma, both conferring a doctoral degree: 1) a joint degree on one diploma document on behalf of both partner institutions or 2) a double degree, i.e. a separate diploma document for each institution, clearly indicating that it is a joint doctorate on the diploma and the diploma supplement.

Current institutional agreements with the purpose of promoting joint doctorates are established with Theological University Utrecht and the Protestant Theological University. Individual agreements for Joint Doctorates with other institutions are established as well.

ETF currently has an agreement with the Freie Theologische Hochschule Gießen and with the Faculté Libre de Théologie Évangélique Vaux-sur-Seine for cooperative doctorates. Cooperative doctoral programs give higher education institutions without a doctoral degree the opportunity to participate in a doctoral program of a recognized institution such as ETF Leuven. PhD students will be supervised by two promoters, one attached to ETF Leuven and one to FTH Giessen or FLTE. Upon successful completion of the PhD project, the doctoral degree will be awarded by ETF Leuven. The joint cooperation is mentioned on the diploma supplement.

As stated in the Codex Higher Education, Art II.172 §4, the PhD student in a joint PhD project must undertake at least six months of research at each of the institutions. ETF Leuven requires the same with regard to cooperative doctorates.

When a (prospective) PhD candidate and the (co)promotors express interest in a joint or cooperative doctorate, first the path of requesting information needs to be followed by the involved promotor(s), department(s)/research institute(s) and institution(s):

- a. a potential joint PhD project is first discussed internally with DC chair and/or Dean's office;
- b. a joint decision is made with regard to approaching a partner institution and/or approaching a second promoter.

For each joint or cooperative doctorate the terms of co-operation are laid down in a binding individual contract signed by the partner institutions, the promotors and the PhD student.

More information on procedures required may be obtained at the Dean's Office (dean@etf.edu)

#### **5.4.2 Intention for Promotion**

Prior to the year of the intended promotion, the student, with the consent of the promoter, submits form PhD#6 ("Statement of Intention for Promotion") to the PhD Administration by 15 January for promotion during the next Doctoral Colloquium (for promotion outside of September please see table 8.2.2). By submitting this form, the student, in agreement with the promoter, communicates the intention to submit a provisional dissertation by 15 March (for promotion outside of September please see table 8.2.2).

#### **5.4.3 Submission of Provisional Dissertation (*for timeline promotion outside of September, please see table 8.2.2*)**

- One copy of the provisional dissertation should be submitted to the PhD Administration via ETF Virtual Campus in a single PDF file by 15 March. This copy is forwarded by the PhD Administration to the promotor(s) via email for initial assessment along with form PhD#7 ("Status of Provisional Dissertation").
- The Title Page should state the month and year in which the provisional dissertation is submitted, **not** the planned date of promotion.
- Otherwise, all the elements required for the final dissertation (ref. 5.7) are to be included.
- By 31 March the promotor(s) return(s) form PhD#7 to the administration via email with a recommendation.
- The Academic Secretariat offers the student the opportunity to check the provisional dissertation for plagiarism before submission.
- If the dissertation is accepted for review by the promotor(s), the student submits the (revised) provisional dissertation in PDF form to the administration via ETF Virtual Campus by 15 April.
- The PhD Administration will send the PDF file to appointed readers (usually at least one from another faculty) and to a representative of the Doctoral Committee.
- All readers return their reports on the provisional dissertation to the Administration by 1 June

Based on the reader reports, the Doctoral Committee may conclude that the dissertation would likely be successfully defended only after substantial improvements. In that case it is to be returned to the student through the promoter with recommendations. If the student decides to proceed, then it may be resubmitted later, with a separate list of changes, by one of two deadlines: the regular one of the following 15 March or an agreed upon date for promotion outside the colloquium. Alternatively, the Doctoral Committee may recommend that the student withdraw from the program.

#### **5.4.4 Submission of Final Version of Dissertation (*for timeline promotion outside of September, please see table 8.2.2*)**

- If only minor changes are to be made after readers have reported on the provisional dissertation, the final version is to be submitted to the PhD Administration (PDF format) by 10 July latest. Failure to meet the deadline risks deferring acceptance of the dissertation to the following year with payment of additional fees.

- An oral defense before the assembled Doctoral Faculty at the time of the annual Colloquium or an alternative promotion date (see 8.2.2) is scheduled.
- This final version has the text and title page dated with the month and year of the defense. The student ensures that thirty soft bound copies of the final dissertation are made and delivered to the PhD administration no later than 10 July unless otherwise agreed (for promotion outside of September, please see table 8.2.2). Students contact the PhD administration regarding printing arrangements.
- Before submitting the dissertation for printing, the PhD administration requests an ISBN number.
- A *separate* copy (PDF Format) of the Summary and Abstract in English is also submitted.
- On separate sheets, the student indicates adequately substantial changes made between the provisional and final submissions. This allows the promoter, readers, and the Doctoral Committee to check the revised dissertation without having to read through it in its entirety. Spelling corrections need not be noted but as soon as sentences, footnotes, or even paragraphs are added, deleted or replaced, titles changed etc. this needs to be mentioned to facilitate evaluation.

#### **5.4.5 Distribution of Final Version of Dissertation**

- A copy of the summary will be sent by the PhD Administration to all Doctoral Faculty.
- Copies of the final dissertation will be distributed by the PhD Administration to the promoter(s), readers, members of the Doctoral Committee, the ETF library, the ETF archives, and to members of the department in which the dissertation is written.
- Professors in the other departments are informed that a copy of the dissertation is available for them from the PhD Administration upon request.

### **5.5 Involvement of Faculty and External Scholars**

#### **5.5.1 Role of the (second) Promoter**

In the following, the term “promoter” includes the possible second promoter. In case of a second promoter, it is important that the first and second promoter work in close cooperation. In this document the terms “second” and “joint” promoter are synonymous. For further elaboration of supervisory roles, see Code of Good Practice (Appendix 2).

The promoter supervises the research and writing of the dissertation. The student provides the promoter with the necessary information, making use of the Progress Sheets as well as, successively, the concept (subject and title), an account of the intended approach, a preliminary outline, the proposal and the entire dissertation. The promoter gives critical remarks and methodological instructions. He/she may suggest additional research and reading, and insist on improvement of spelling and style. The student then revises the work taking into account these remarks. The promoter is not to correct or rewrite paragraphs. Specific suggestions of correction should only be exemplary; the dissertation work must remain the work of the student.

#### **5.5.2 Roles of the Co-promoter**

The Doctoral Committee decides whether one or more co-promoter(s) are to assist the promoter in the supervision of the project.

- One or more co-promoter(s) are involved when the subject matter of a dissertation goes beyond the area of expertise of the promoter or if the promoter requires assistance regarding certain aspects of the subject. A second or co-promoter is always required for interdisciplinary studies.

It is in principle the promoter who has final responsibility, working in close co-operation with the co-promoter(s). In the case of joint/double doctorates, the second promoter cooperates closely with the promoter and fulfils the same role as that of the promoter, respecting the requirements of both institutions. The same applies in the case of cooperative doctorates.

### 5.5.3 The Reports ('Gutachten')

The promoter, co-promoter(s), and the reader(s) each provide the Doctoral Committee with a written report on the Provisional Dissertation by 1 June (for promotion outside of the colloquium, please see table 8.2.2). The report of the promoter should first, by way of summary, contain a short overall evaluation, and then go on to comment on the dissertation chapter by chapter taking into account the following aspects:

- (1) original contribution of the dissertation beyond the given state of research,
- (2) adequacy of the methods used,
- (3) mastery of primary sources as well as international scholarly literature, and
- (4) stringency of the argument developed and correctness of style and form.

The reports are to be sent to the PhD Administration for distribution to the Promoter who in turn forwards them to the student with final remarks and recommendations.

### 5.5.4 Role of Internal and External Readers, Doctoral Committee and Other Faculty Members

Promoter(s) and all other readers provide the faculty with a well-founded evaluation. They are specialists who have not been involved in the preparation of the dissertation. When early reports indicate a significantly divergent evaluation, the Doctoral Committee may assign more readers. When an early report rates the dissertation as not acceptable, the Coordinator of the Doctoral Program consults with readers to arrive at a recommendation to the Doctoral Committee as to whether and how the dissertation should be improved.

It is preferable that the internal and the external readers are present during the promotion ceremony and take part in the questioning (i.e. oral examination) of the candidate and the deliberation that follows. For any reader unable to attend the ceremony, his or her written evaluation of the final dissertation is taken into account during the deliberation. In the written or oral report each reader clearly states whether he or she considers the dissertation to meet acceptable PhD standards.

The examining body of professors, that is, all members of the Doctoral Faculty who are present as well as the external readers and opponents, are entitled to read and evaluate the dissertation and come to an agreement whether or not to award the doctoral degree to the candidate, and what, if any, honors are to be bestowed. In coming to their final agreement during the deliberation after the defense, the examining body counts on the comments from the appointed readers. Their assessment determines the grade for the defense and the dissertation (see 6.6). Agreement is reached by oral consultation, discussion, and a proposal for a decision by the chair of the meeting. If no agreement can be reached, the examining body takes a vote and decides by simple majority. Each member has one vote.

## 5.6 Formal Requirements for the Dissertation

The student is responsible to ensure that technical requirements are fully met. This may be checked by the sending of a few sample pages for verification to the PhD Administration.

As a rule, students follow the latest editions of Turabian and that of the *ETF Citation Guide* for their notes and bibliography, as well as other matters of style and format not specifically addressed in the ETF PhD Handbook.

Turabian, Kate L. *A Manual for Writers of Research Papers, Theses, and Dissertations: Chicago Style for Students & Researchers*. Revised by Wayne C. Booth, Gregory Colomb, Joseph M. Williams, Joseph M. Williams, Joseph Bizup, William T. Fitzgerald, and the University of Chicago Press Editorial Staff. 9th edition. Chicago Guides to Writing, Editing, and Publishing. Chicago and London: University of Chicago Press, 2018.



However, exceptions can be requested. Also, slight variation to Turabian guidelines is permitted, provided that consistency is maintained. Where Turabian offers several options or doesn't provide clear guidelines for specific details, consistency is paramount.

### **5.6.1 Format and Binding**

- The dissertation should be printed in the following format: 170 x 240 mm.
- The line spacing should be 1.0.
- Only the name of the author and the title may be printed on the spine.

### **5.6.2 Plagiarism**

The student strictly follows academic rules regarding the use of sources in order to avoid all forms of plagiarism. Plagiarism is defined as giving the appearance of taking credit for work that is not your own, using work by AI tools without adequate attribution, or reusing one's own work without attribution. Plagiarism seriously damages both the quality of the work and the reputation of the researcher. Unintentional plagiarism can be avoided by correctly indicating sources which are literally cited and by correct references in all instances where an idea of an author is (re-)used or summarized. In addition, ETF Leuven offers students the opportunity to check their provisional dissertation for plagiarism before submission. Plagiarism is very serious fraud. Every case will be carefully reviewed and severely sanctioned by the Doctoral Committee.

## **5.7 Details for Front and Back Matter of the Final Dissertation**

### **5.7.1 Cover**

The cover of ETF Leuven dissertations must be in the language of the dissertation (see 5.3.1) and its text identical to that of the title page (though a different layout of the text is allowed). The cover may be a design of choice.

### **5.7.2 Title Page**

The title page of ETF Leuven dissertations must be in the language of the dissertation (see 5.3.1), following the model available at the ETF Virtual Campus. The title page should state the month and year in which the dissertation is to be defended.

Internal or external readers are not mentioned on the title page (and cover), only promoters, second and/or co-promoters.

### **5.7.3 Abstract**

A half page abstract in English and in the language of the dissertation (if different) are to be provided *both* bound at the beginning of the dissertation *and* on a separate sheet(s). An extra abstract in another language is permitted.

### **5.7.4 Table of Contents**

The table of contents must include reference to all levels.

### **5.7.5 Preface**

A preface is a short address to the reader, in which reference is made to situational information not directly related to the method or content of the dissertation.

### **5.7.6 Summary**

A summary in English and in the language of the dissertation (if different) of about five pages, single spaced, is to be submitted. The summary is *both* bound at the end of the dissertation *and* submitted

as a separate document (PDF format). It should contain a clear account of the research done, the difficulties that have been encountered and the methodological approach that has been taken. As with the abstract, an extra summary in another language is optional.

### 5.7.7 Other

For all other formal matters, the student refers to Turabian and the *ETF Citation Guide* (see 5.6).

## 6. THE PROMOTION

### 6.1 Ceremony

The promotion ceremony proceeds as follows, whether presential or online (except for the procession, hooding, and reception):

- The Rector or the Academic Dean leads the entering academic procession.
- The Rector or the Academic Dean presides, welcomes the audience and opens with prayer and then gives a brief introduction of the program, promoter, co-promoter, adjunct-promoter, internal and external readers.
- The promoter introduces the candidate.
- The candidate summarizes the dissertation in a maximum of 20 minutes (6.3).
- The candidate defends the dissertation (6.4).
- The Rector or the Academic Dean leads the academic procession out for deliberation and later return.
- The president announces the result of the deliberation (see 6.5 and 6.6) and reads the Doctor's Bull.
- The president and the promoter hood the graduate.
- The promoter closes the ceremony with prayer.
- Members of the doctoral faculty congratulate the graduate.
- The reception is announced, and the doctoral faculty retreat.

If agreed upon beforehand, the graduate may also express a word of thanks to those who supported him or her during doctoral studies at a given moment after the official promotion.

### 6.2 Gowns

For presential promotions, preferably all examiners wear academic gowns. Each faculty member can have either his or her own gown or the colors of the ETF Leuven Faculty.

The candidate wears a gown as well, and will only be hooded after passing the examination. ETF Leuven provides the gown and hood. Sizes available are small, medium and large. Rental prices are included in promotion costs.

There is also the option of buying your own gown. For further information and to request purchase of doctoral regalia, contact the PhD Administration.

In case of online promotions, the president and the promoter(s) wear gowns, while the candidate, readers, and other faculty members dress in semi-formal attire (men are asked to wear coats and ties).

### 6.3 Oral Presentation

In a maximum of 20 minutes the student presents his or her thesis in English. This includes presentation of its central contribution and concise argumentation, and is not a mere summary of the dissertation.

### 6.4 Questioning, Opposition, and Defense

After the presentation, questions are asked in the following order:

- Co-promoter, external reader(s), internal reader;
- Other faculty members involved in the evaluation of the dissertation;
- Members from the audience (but only if approved by the president beforehand).

These questions may simply request additional information or clarification. However, it is also allowed to ask questions reflecting an opposing view or concern about overlooked data or interpretations.

The candidate answers the questions as briefly as possible, referring to the dissertation as appropriate and justifying omissions or controversial interpretations.

## **6.5 Deliberation**

After the defense, the examining body retreats for deliberation. Evaluations by members of the examining body are considered and summed up by the presiding officer. The major decision taken is whether the candidate passes or fails. The examining body further decides on a grade which, however, is not announced publicly (ref. 5.5.4). This grade is noted both on the Diploma and the Diploma Supplement, to be obtained from the PhD Administration after the promotion ceremony. At the request of the candidate, the presiding officer can communicate this orally to him/her immediately following the ceremony.

## **6.6 Grading and Honors**

The grading procedure for doctoral promotions involves *five possibilities*:

- (1) Not acceptable. Note that usually the candidate would *not* have been scheduled for promotion if the Doctoral Committee had reason to anticipate this result.
- (2) Rite (acceptable). The requirements for a PhD dissertation are fully met. However, ETF Leuven would need to see some improvements before offering positive advice for publication as it stands.
- (3) Cum laude (with honors). The dissertation is a distinguished work. It should be published as it stands or with only minor corrections.
- (4) Magna cum laude (with high honors). The dissertation is very distinguished. Extra effort and/or insight were demonstrated in handling the subject, above what would have been ordinarily expected.
- (5) Summa cum laude (with highest honors). The dissertation is a truly exceptional achievement. Significantly new ground is broken and/or established views have been clearly overturned.

In making its decision on the grade, the examining body considers two components. The dissertation in its final written form is of primary importance. At the same time the oral defense is also taken into account.

- (1) During the deliberation the promoter(s) and assigned internal and external readers each report a recommended grade (from the five abovementioned possibilities) along with their final comments based on the final dissertation.
- (2) Readers who are prevented from attending the defense furnish these in writing in advance to the presiding officer, who reports this information to the examining body.
- (3) All professors in attendance at the defense and deliberation, whether or not they have read the whole dissertation, may participate in the discussion, in particular members of the department in which the dissertation stands.

## **6.7 Copyright and Publication**

Copyright of the dissertation rests with the graduate, who is normally urged to have the dissertation published in consultation with the Doctoral Committee. It is to be preferred that positive advice for

publication be sought, while the Doctoral Committee may recommend that some changes be made before granting this advice. The graduate can do this in writing to the Doctoral Committee, indicating any changes made since the promotion, and informing the Committee who has agreed to publish it or to whom it will be submitted for consideration. Publication without incorporation of changes recommended by the Doctoral Committee results in the request not to mention that it served as a doctoral dissertation at ETF Leuven. Normally an index is prepared prior to publication. In the case of a double or joint doctorate, or a cooperative doctorate, the graduate needs to respect the procedures of both institutions.

## **7. APPEALS PROCEDURE**

ETF Leuven has a complaint procedure in place regarding the lack of general professionalism by staff members, careless behavior in personal supervision, and violation of specific needs (Education Regulations, article 6 and 24, referring to article 2 and 4), a procedure for out-of-bounds behavior (Procedural Handbook Out-of-Bounds Behavior), and an appeals procedure for complaints regarding examination (Examination Regulations, article 43).

As concrete application of EER, article 43, the following appeals procedure, respecting the European Charter for Researchers, applies in case of a concern or complaint of an individual doctoral student that regards (a) violation of the regulations of the PhD Handbook, (b) the Code of Good Practice for PhD students and supervisors at ETF Leuven, or (c) general rules in academia of research integrity and responsible supervision:

1. the student first follows the path of communication with the supervisor(s)/promoter(s), the ombudsperson(s) and with the Coordinator of the Doctoral Program (see section 1.5).

2. If this does not provide a satisfactory solution, a formal complaint can be submitted with an internal Committee of Appeal to be appointed by the Coordinator of the Doctoral Committee, consisting of the external ombudsperson, a member of the Doctoral Faculty from outside the Department in which the complaint occurs, and a member of the administrative staff. This internal Committee of Appeal first assesses within twenty-one days the extent of the validity of the complaint. The results of this assessment, including substantiated material, are shared with the accused and the complainant and separate hearings are held. If necessary, also others involved can be heard. After these hearings the Committee shares its judgment and advice for a decision of the Doctoral Committee with the complainant and the accused within fourteen days.

Depending on the irregularity observed, the advice for taking a decision can be one of the following:

- a. to give an official warning, admonishing the supervisor(s) or promoter(s) to act according to the standards of doctoral supervision as agreed at ETF Leuven;
- b. to unilaterally relieve the supervisor(s) or promoter(s) of their duties and to appoint (an) other supervisor(s) or promoter(s);
- c. to hand over the judgment to the Executive Administration and to ask this body to deprive the supervisor(s) or promoter(s) from their rights and to remove them from the Doctoral Faculty, or to take other appropriate measures.

The judgement and advice of the Committee of Appeal are binding and the Doctoral Committee will decide accordingly.

3. If one of the parties does not agree with this decision, an appeal is possible to an external Committee of Research Integrity, to be appointed by the Dean, which consists of three people from the field of theology and religious studies without any relation to ETF Leuven. Hereafter, as per the regulations of the Codex Higher Education, the way to the Flemish Council for Disputes about decisions on study progress is open.

4. All persons involved in the appeals procedure are obliged to maintain confidentiality.

## 8. FORMS AND DUE DATES

### 8.1 Forms

<b>PhD#1</b>	Progress Sheet Examination Phase, Level 1
<b>PhD#2</b>	Progress Sheet Examination Phase, Level 2
<b>PhD#3</b>	Progress Sheet Dissertation Phase
<b>PhD#4</b>	Request to be excused from Colloquium (in whole or in part) or Annual Report/Paper
<b>PhD#6</b>	Statement of Intention for Promotion
<b>PhD#7</b>	Status of Provisional Dissertation
<b>All forms are provided on ETF Virtual Campus and are to be submitted to the PhD administration via Virtual Campus.</b>	

### 8.2 Due Dates

#### 8.2.1 September Promotion

Due Date	Procedure & Comments
January 15 (latest)	Student submits Form <i>Intention for Promotion</i> with approval by Promoter. <ul style="list-style-type: none"> <li>- DC appoints Readers and Doctoral Committee (DC) Representative at the next scheduled meeting.</li> </ul>
March 15 (latest)	Student submits digital copy of Provisional Dissertation on VC and to the Academic Secretariat (AS). The AS forwards the Dissertation to the Promoter(s), together with Form 7 <i>Status of Provisional Dissertation</i> , within 3 working days. The AS also forwards a copy to the DC Representative.
March 31 (latest)	Promoter(s) submit completed Form 7 <i>Status of Provisional Dissertation</i> to the AS with recommendation, allowing student to proceed with perhaps minor changes, or to withdraw from the process. <ul style="list-style-type: none"> <li>- If no changes are to be made: go to April 16 date</li> <li>- If changes are required: AS informs student</li> <li>- If withdrawing from the process is recommended, it is halted and the student needs to submit a new <i>Intention for Promotion</i>.</li> </ul>
April 15 (latest)	If changes to Provisional Dissertation were recommended, student submits digital copy of <b>revised</b> Provisional Dissertation on VC and to the AS.
April 16 (latest)	The AS forwards (revised) Provisional Dissertation to Promoter(s), Readers and DC Representative with guidelines for reports.
June 1 (latest)	Promoter(s), Readers and DC Representative submit report with comments to the AS. <ul style="list-style-type: none"> <li>- This allows 6 weeks for the Provisional Dissertation to be read and reports prepared and submitted.</li> <li>- If reports indicate no problem for intended promotion: go to June 8 date</li> <li>- If reports indicate problem: to be discussed and decided by the DC at the next scheduled meeting (end of June) or earlier by subcommittee of the DC. A September promotion might no longer be possible in this case.</li> </ul>
June 8 (latest)	The AS submits all reports to the Promoter(s) for forwarding to the student within 2 working days.
July 10 latest (unless otherwise agreed)	Student submits digital final version to the AS; The AS requests an ISBN number for printing; Student submits English Summary, Abstract and separate List of Substantive Changes made to the AS; Student submits printed copies to the AS. <ul style="list-style-type: none"> <li>- The AS ensures distribution of final Dissertation and other documents to Promoter(s), Readers and DC Representative.</li> <li>- The AS ensures further distribution to DC, Department, Library and other Faculty.</li> </ul>
First week of September	Defense during Doctoral Colloquium

## 8.2.2 Promotion outside of colloquium

Due Date	Procedure & Comments
At least 2 months before submitting Provisional Dissertation (latest)	Student submits Form <i>Intention for Promotion</i> with approval of Promoter. <ul style="list-style-type: none"> <li>- DC appoints Readers and Doctoral Committee (DC) Representative at the next scheduled meeting.</li> </ul>
Submission date of choice	Student submits digital copy of Provisional Dissertation on VC and to the Academic Secretariat (AS). The AS forwards the Dissertation to the Promoter(s), together with Form 7 <i>Status of Provisional Dissertation</i> , within 3 working days. The AS also forwards a copy to the DC Representative.
Two weeks after submission date (latest)	Promoter(s) submit completed Form 7 <i>Status of Provisional Dissertation</i> to the AS with recommendation, allowing student to proceed with perhaps minor changes, or to withdraw from the process. <ul style="list-style-type: none"> <li>- If no changes are to be made: go to *</li> <li>- If changes are recommended: AS informs student</li> <li>- If withdrawing from the process is recommended, it is halted and the student needs to submit a new <i>Intention for Promotion</i></li> </ul>
Four weeks after submission date (latest)	If changes to Provisional Dissertation were recommended, student submits digital copy of <b>revised</b> Provisional Dissertation on VC and to the AS.
* Within 3 working days (latest)	* The AS forwards (revised) Provisional Dissertation to Promoter(s), Readers and DC Representative with guidelines for reports.
Twelve weeks after submission date (latest)	Promoter(s), Readers and DC Representative submit report with comments to the AS. <ul style="list-style-type: none"> <li>- This allows 6 weeks for the Provisional Dissertation to be read and reports prepared and submitted.</li> <li>- If reports indicate no problem for intended promotion: go to **</li> <li>- If reports indicate problem: to be discussed and decided by the DC at the next scheduled meeting or earlier by subcommittee of the DC.</li> </ul>
** Thirteen weeks after submission date (latest)	** The AS submits all reports to the Promoter(s) for forwarding to the student within 2 working days.
Seventeen weeks after submission date (latest)	Student submits digital final version to the AS; The AS requests an ISBN number for printing; Student submits English Summary, Abstract and separate List of Substantive Changes made to the AS. This allows 4 weeks for student to submit printed copies to the AS. <ul style="list-style-type: none"> <li>- The AS ensures distribution of final Dissertation and other documents to Promoter(s), Readers and DC Representative.</li> <li>- The AS ensures further distribution to DC, Department, Library and other Faculty.</li> </ul>
Twenty weeks after submission date (latest)	Defense

### IMPORTANT NOTICE:

In general, September promotions during the Doctoral Colloquium are encouraged and preferred. The process for promotions outside of the colloquium can be initiated during the year, after approval by the Doctoral Committee. The weeks in which ETF Leuven is closed for vacation (4 weeks during the summer) as well as Christmas and Easter vacations are excluded from the time count. The actual date of the defense will be decided after consultation with all parties concerned (student, promoter(s), readers, administration).

## 9. APPENDIX 1 – SHORT CURRICULUM VITAE OF THE FACULTY

### 9.1 RESIDENTIAL FACULTY

**Bosco Bangura**, Guest (Assistant) Professor in Religious Studies and Missiology. *B.Th.*, Sierra Leone Bible College/Evangelical College of Theology (1997); Graduate certificate, Ecumenical Studies, University of Geneva (2001); *M.Phil.*, Fourah Bay College, University of Sierra Leone (2004); *M.A.*, Evangelische Theologische Faculteit, Leuven (2007); *Ph.D.*, Evangelische Theologische Faculteit, Leuven & Vrije Universiteit Amsterdam (2013).

**Jack Barentsen**, Professor of Practical Theology. *B.A.*, Philosophy, Princeton University (1981); *M.Div.*, Grace Theological Seminary (1984); *Th.M.*, Systematic Theology, Grace Theological Seminary (1985); *Ph.D.*, Theology and Religious Studies, Evangelische Theologische Faculteit, Leuven (2010).

**Andreas J. Beck**, Honorary Dean, Full Professor of Historical Theology. Co-director of Jonathan Edwards Center Benelux. *Th.M.*, Freie Evangelische Theologische Akademie Basel (1989); *Drs.Th.*, Theologische Universiteit Apeldoorn (1992); Research Fellow, Utrecht University (1993-1997); *Dr. (Ph.D.) Theology*, Utrecht University (2007).

**David Courey**, Guest (Assistant) Professor of Systematic Theology. *Diploma, Theology*, Eastern Pentecostal Bible College (Master's College), Peterborough, Ontario (1984); *M.A.*, History, Laurentian University, Sudbury, Ontario (1997); *Ph.D.*, Christian Theology, McMaster Divinity College, Hamilton, Ontario (2011).

**Jelle L. Creemers**, Academic Dean, Professor of Religious Studies and Missiology. *Licentiaat, Protestantse Godgeleerdheid en aggregatie hoger secundair onderwijs*, Evangelische Theologische Faculteit, Leuven (2002); *Kandidaat, Wijsbegeerte*, Katholieke Universiteit Leuven (2005); *Ph.D.*, Theology and Religious Studies, Evangelische Theologische Faculteit, Leuven (2014).

**Jos de Kock**, Rector, Professor of Practical Theology. *Drs. Educational Science*, Radboud Universiteit Nijmegen (2000); *Ph.D.*, Radboud Universiteit Nijmegen (2005); *M.A.*, Theology, Universiteit Utrecht (2008).

**Philip J. Fisk**, Guest (Associate) Professor in Historical Theology. *B.Sc.*, Southern Illinois University (1981); *M.Div.*, Trinity Evangelical Divinity School (1986); *M.Th.*, Westminster Theological Seminary (2008); *Ph.D.*, Evangelische Theologische Faculteit, Leuven (2015).

**Jacobus (Kobus) Kok**, Professor of New Testament. *B.Th.*, University of Pretoria (2001); *M.Div.*, University of Pretoria (2003); *M.Th.*, University of Pretoria (2004); *Ph.D.*, New Testament, University of Pretoria (2008); *Ph.D.*, Religious Studies and Missiology, University of Pretoria (2017).

**Geert W. Lorein**, Professor of Old Testament. *Kandidatuur en licentie (en aggregatie Hoger Secundair Onderwijs), klassieke filologie, kandidatuur, Bijbelse filologie*, KU Leuven (1982); *aggregatie voor het protestants godsdienstondericht*, Bijbelinstituut België (1985); *Graduaat Theologie*, Evangelische Theologische Faculteit, Leuven (1985); *D.E.A.*, Faculté Libre de Théologie Evangélique (1986); *Ph.D.*, Theology and Religious Studies, Rijksuniversiteit Groningen (1997); *Postdoctoral research*, Theologische Universiteit Kampen (1999).

**W. Creighton Marlowe**, Guest (Associate) Professor of Old Testament. *B.A.*, University of North Carolina Chapel Hill (1973); *M.Div.*, Christian Education, Western Conservative Baptist Theological Seminary (1977); *Th.M.*, Western Conservative Baptist Theological Seminary (1979); *Ph.D.*, Mid-America Baptist Theological Seminary (1985).

**Ronald T. Michener**, Professor of Systematic Theology. *B.A., Judson Baptist College (1983); M.A., Western Seminary (1987); D.E.S., Faculté Universitaire de Théologie Protestante de Bruxelles (2000); Dr.Theol., Faculté Universitaire de Théologie Protestante de Bruxelles (2003).*

**Patrick Nullens**, Full Professor of Systematic Theology. *Licentiaat Theologie, Evangelische Theologische Faculteit, Leuven (1988); Ph.D., Theology and Religious Studies, Evangelische Theologische Faculteit, Leuven (1995).*

**Jeremy D. Otten**, Senior Researcher in New Testament. *B.A., English Writing and Biblical Literature, Taylor University (2004); M.Div., Pastoral Care, Trinity Evangelical Divinity School (2010); Ph.D., Biblical and Theological Studies, Wheaton College Graduate School (2017).*

**Koert van Bekkum**, Academic Vice Dean for Research and Ph.D. Program Coordinator, Professor of Old Testament. *Drs.Theol., Theologische Universiteit Kampen (1997); Ph.D., Theologische Universiteit Kampen (2010).*

**Steven van den Heuvel**, Professor of Systematic Theology. *M.A., Evangelische Theologische Faculteit, Leuven (2010); Ph.D., Evangelische Theologische Faculteit, Leuven & Theologische Universiteit Kampen (2015).*

**Jermo van Nes**, Assistant Professor of New Testament. *M.A., Evangelische Theologische Faculteit, Leuven (2010); Ph.D., Evangelische Theologische Faculteit, Leuven & Theologische Universiteit Kampen (2017).*

**Maria Verhoeff**, Academic Vice Dean for Education, Assistant Professor of Historical Theology. *Licentiaat in de godgeleerdheid (M.Th.), Evangelische Theologische Faculteit, Leuven (2006); M.A. in de gespecialiseerde studies in de godgeleerdheid en de godsdienstwetenschappen, KU Leuven (2009); Ph.D., Evangelische Theologische Faculteit, Leuven (2016).*

**Martin I. Webber**, Professor Emeritus of New Testament, *B.A., Bible and Classical Languages, Houghton College (1975); M.T.S., New Testament, Gordon-Conwell Theological Seminary (1978); Ph.D., New Testament, Fuller Theological Seminary (1985).*

## 9.2 ADJUNCT FACULTY

**Armin D. Baum**, Professor of New Testament. *Theol. Exam, Freie Theologische Akademie Gießen (1989); Drs. Theol., Theologische Universiteit Kampen (1990); Dr. Theol., Theologische Universiteit Kampen (1993).*

**Pieter R. Boersema**, Professor Emeritus of Religious Studies and Missiology. *B.Sc., Royal Tropical College, Deventer (1977); M.Sc., University of Reading, U.K. (1985); Postgraduate Course Higher Management for Non Profit Organizations, Institute of Social Science, Leiden (1991); Drs. Anthropology of Religion, Vrije Universiteit Amsterdam (1996), Ph.D., Social and Cultural Anthropology, KU Leuven (2004).*

**Nico den Bok**, Professor of Systematic Theology. *Drs. Theol., Utrecht University (1988); Ph.D., Systematic Theology, Utrecht University (1996).*

**Hélène Evers**, Guest (Assistant) Professor of Historical Theology. *Law degree, Utrecht University (1987); Ph.D., Theology, Utrecht University (1992).*



**Aza Goudriaan**, Guest Professor of Historical Theology. *Propaedeutic examination, Theology, Leiden University (1988); M.A., Leiden University (1994); Ph.D., Leiden University (1999).*

**Raymond Hausoul**, Guest (Assistant) Professor in Systematic Theology. *Diploma, General Architecture, Arcus College (1999); Diploma, Architecture, Engineering, and Construction, Zuyd Hogeschool (2002); M.A., Evangelische Theologische Faculteit, Leuven (2011); Ph.D., Theology and Religious Studies, Evangelische Theologische Faculteit, Leuven (2017).*

**Tatiana Kopaleishvili**, Guest (Assistant) Professor in Religious Studies and Missiology. *B.A., History, Batumi Shota Rustaveli State University (2004); M.A., World History, Tbilisi Ivane Javakishvili State University (2006); Certificate, IFES Eurasia Institute for Staff Training and Development (2010); Ph.D., World History, Batumi Shota Rustaveli State University (2013).*

**Michael Northcott**, Guest Professor of Systematic Theology. Professor Emeritus of Ethics, University of Edinburgh. *M.A. Systematic Theology, University of Durham (1977); Ph.D., Sunderland Polytechnic (1983).*

**Boris Paschke**, Guest (Associate) Professor of New Testament. *M.Th., Evangelische Theologische Faculteit, Leuven (2004); Ph.D., Theology and Religious Studies, Evangelische Theologische Faculteit, Leuven (2009); Postdoctoral Research, Evangelische Theologische Faculteit, Leuven (2011-2014).*

**Mart-Jan Paul**, Guest Professor of Old Testament. *Drs., Rijksuniversiteit Leiden (1981); Dr.Theol., Old Testament Studies, Rijksuniversiteit Leiden (1988).*

**Christof Sauer**, Guest Professor of Religious Studies and Missiology. *Diplom-Theologe, University of Tübingen (1992); D.Th., UNISA (2002); Habilitation, Kirchliche Hochschule Wuppertal/Bethel (2013).*

**Christine Schirmacher**, Professor of Religious Studies and Missiology. *M.A., Islamic Studies, Rheinische-Friedrich-Wilhelms-Universität Bonn (1988); Postgraduate studies, Islamic Studies, Mediaeval and Modern History and Comparative Religions, Rheinische-Friedrich-Wilhelms-Universität Bonn (1988-1991); Ph.D., Islamic Studies, Rheinischen-Friedrich-Wilhelms-Universität Bonn (1991); Habilitation, Rheinischen-Friedrich-Wilhelms-Universität Bonn (2012).*

**Evert van de Poll**, Professor Emeritus of Religious Studies and Missiology. *Drs., Utrecht University (1973); Ph.D., Theology and Religious Studies, Evangelische Theologische Faculteit, Leuven (2008).*

**Hans van den Herik**, Guest (Assistant) Professor of Old Testament. *Drs.Theol., Utrecht University (1991); Ph.D., Vrije Universiteit Amsterdam (2016).*

**H. H. Drake Williams III**, Guest (Associate) Professor of New Testament. *B.A and B.Sc., University of Delaware (1987); M.Div., Gordon-Conwell Theological Seminary (1995); Ph.D., New Testament, University of Aberdeen (1999).*

**Markus Zehnder**, Professor of Old Testament. *M.Div., Universität Basel (1990); Ph.D., Universität Basel (1997); Postdoctoral studies, Hebrew University of Jerusalem (2000); Postdoctoral studies, Harvard University (2001); Habilitation, Universität Basel (2005).*

### 9.3 AFFILIATED RESEARCHERS

**Michael Bauwens**, Affiliated Researcher in Historical Theology. *B.A. in phil., KU Leuven (2010); M.A. in phil., KU Leuven (2011); M.Phil. (Research M.A. in philosophy), KU Leuven (2012); Ph.D., KU Leuven (2018).*

**Emilio Di Somma**, Affiliated Researcher in Systematic Theology. *B.A., Philosophy, Federico II University of Naples (2010); M.A., Philosophy, Federico II University of Naples (2012); Ph.D., Divinity and Religious Studies, University of Aberdeen (2017).*

**Georgia Du Plessis**, Affiliated Researcher in Religious Studies & Missiology. *Bachelors in Law, University of the Free State, SA (2007); M.A., Law, University of the Free State, SA (2008); Ph.D., University of Antwerp and VUB (2017).*

**Johannes Knecht**, Affiliated Researcher in Historical Theology. *B.A. of Theology and Religious Studies, Evangelische Theologische Faculteit, Leuven (2013); M.Phil. in Divinity, University of St Andrews (2017); Ph.D., University of St Andrews (2019).*

**Sang Hoon Lee**, Affiliated Researcher in Systematic Theology. *B.A., Sogang University (2004); M.Div., Reformed Theological Seminary (2008); M.Th., Research in Systematic Theology, University of Edinburgh; Ph.D., Systematic Theology, University of Aberdeen (2015).*

**Peirong Lin**, Affiliated Researcher in Systematic Theology and Religious Studies & Missiology. *B.B.A., National University of Singapore (2005); M.O.L., Monash University (2008); Ph.D., Theology and Religious Studies, Evangelische Theologische Faculteit (2018).*

**Jeremy Lim**, Affiliated Researcher in Theology and Religious Studies. *A.Th., Calvary Chaple Bible College (1999); Th.M., Westfälische Wilhelms-Universität Münster (2006); M.Div., Honam Theological University and Seminary (2009); Ph.D., Evangelische Theologische Faculteit, Leuven (2019).*

**Arttu Mäakipää**, Affiliated Researcher in Systematic Theology. *Dipl.-Volksw., Universität Heidelberg (2003); M.A., Evangelische Theologische Faculteit, Leuven (2017); Ph.D., Theology and Religious Studies, Evangelische Theologische Faculteit, Leuven (2021).*

**Matthias Mangold**, Affiliated Researcher in Historical Theology. *Staatsunabhängige, Theologische Hochschule Basel (2010); M.A., Evangelische Theologische Faculteit, Leuven (2013); Ph.D., Theology and Religious Studies, Evangelische Theologische Faculteit, Leuven (2021).*

**Dogara Ishaya Manomi**, Affiliated Researcher in New Testament. *B.Th., Gindiri Theological Seminary (2008); M.A. Linguistics and Bible Translation, Gindiri Theological Seminary (2014); Ph.D., Johannes Gutenberg Universität, Mainz (2019).*

**Mark Paridaens**, Affiliated Researcher in New Testament. *Licentiate Classical Philology, Rijksuniversiteit Gent (1982); Ph.D. in New Testament, Evangelische Theologische Faculteit, Leuven (1999).*

**Josiah Peeler**, Affiliated Researcher in Old Testament. *B.A. in Biblical Studies, Florida College; M.St. in Classical Hebrew Studies, University of Oxford (2018); M.A. in Old Testament and Hebrew, Abilene Christian University (2019); Ph.D. in Hebrew and Old Testament Studies, University of Edinburgh (2022).*

**Aaldert Prins**, Affiliated Researcher in Historical Theology. *Licentiate in Theology, Evangelische Theologische Faculteit, Leuven (1991); Ph.D., Theology and Religious Studies, Evangelische Theologische Faculteit, Leuven (2015).*

**Siegbert Riecker**, Affiliated Researcher in Old Testament. *Theol.Exam, Freie Theologische Akademie Gießen (1998); Lic.Theol., Evangelische Theologische Faculteit, Leuven (1998); Ph.D., Evangelische Theologische Faculteit, Leuven (2006).*

**Robert Sturdy**, Affiliated Researcher in Historical Theology. *B.A., The Citadel, Charleston, SC (2003); B.Th., Wycliffe Hall, University of Oxford (2006); Th.M., Reformed Theological Seminary, Oviedo, FL (2012); Ph.D., Evangelische Theologische Faculteit, Leuven (2020).*

**Mario Tafferner**, Affiliated Researcher in Old Testament. *B.A., Freie Theologische Hochschule Giessen (2012); M.A., Near Eastern Linguistics and Cultural Studies (2015); Ph.D., Trinity Evangelical Divinity School (2022).*

**Steven Tipton**, Affiliated Researcher in Historical Theology. *B.A. in History, California State University, Fullerton, CA (2007); M.Div., Reformed Theological Seminary, Jackson, MS (2010); Ph.D., Evangelische Theologische Faculteit, Leuven (2020).*

**Michel Verhaegen**, Affiliated Researcher in Systematic Theology. *M.A. Engineering Studies, Delft University of Technology (1982); Ph.D. in the Applied Sciences, Katholieke Universiteit Leuven (1985), M.A. Theology and Religious Studies, Evangelische Theologische Faculteit, Leuven (2021).*

**Nathan Witkamp**, Affiliated Researcher in Historical Theology. *B.A.Sc, Rotterdam University of Applied Sciences (1995); M.A., Evangelische Theologische Faculteit, Leuven (2002); Ph.D., Theology and Religious Studies, Evangelische Theologische Faculteit, Leuven & Vrije Universiteit Amsterdam (2016).*

## 10. APPENDIX 2 – CODE OF GOOD PRACTICE FOR PHD STUDENTS AND SUPERVISORS OF THE EVANGELISCHE THEOLOGISCHE FACULTEIT, LEUVEN

### Introduction

The purpose of this Code of Good Practice is to encourage and stimulate fruitful and effective interaction between PhD students and their supervisors at ETF Leuven. This Code of Good Practice is written by the doctoral committee of ETF Leuven in consultation with the PhD Student Council. It provides guidelines for all PhD students and their supervisors, even though each PhD Student might be in a different situation (distance to ETF Leuven, combination with full- or part-time job, family situation, funding, etc.).

This document should be read in conjunction with the Codes of Ethics for Scientific Research in Belgium<sup>1</sup> and the following documents of ETF Leuven:

- Current edition of PhD Handbook;
- Progress Sheet templates;
- Current edition of the ETF Leuven Study Guide, including the Education and examination regulations (incl. plagiarism policy).

### Responsibilities of the Supervisor(s) and the PhD Student(s)

#### Joint responsibilities: The Supervisor(s) and the PhD Student ...

- agree to discuss the progress of the candidate's work (project proposal, writing drafts, topics to discuss, ... etc.) at least once every two months in person, via conference call or by email;
- are jointly responsible to set up a plan for the exam phase of the PhD program focused on 1) courses, activities, further training and the acquisition of competences that are directly related to the research project, 2) a high quality research proposal and (first) publishable article;
- are jointly responsible for developing the research methodology that will be applied to the research question(s);
- are jointly responsible to assure research quality;
- are jointly responsible for the efficient progress of the PhD project;
- are aware that the development of ideas at a conceptual level is a common academic effort in the research group, but that the intellectual property and copyright of concrete written material rests with individual researchers, and therefore that use of this material requires source references, and, in case of non-published material, (mutual) consent.

#### The PhD Student ...

- takes ownership and control of the PhD project from the start and is proactive in designating, organizing and conducting his/her research in reasonable work packages carefully discussed and continuously evaluated with the supervisor(s);
- aims to develop into an independent researcher by an active engagement in all aspects of the process of critical reflection, analysis, development of research questions and methodology, planning, interpretation, implementation and adaptation, etc.;
- follows up on all administrative matters to be fulfilled, which includes the progress sheet to be discussed with the supervisor(s) and to be submitted to the PhD administration in October and April;
- follows up on the meeting dates jointly agreed upon and prepares these meetings adequately;
- takes advice and feedback from the supervisor(s) into account, willing to modify the research where necessary;
- is responsible to inform the supervisor(s) on any problems or challenges that might hinder the progress of the project in order to discuss a suitable solution;

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<sup>1</sup> [www.belspo.be/belspo/organisation/publ/pub\\_ostc/Eth\\_code/ethcode\\_en.pdf](http://www.belspo.be/belspo/organisation/publ/pub_ostc/Eth_code/ethcode_en.pdf). See also the European Charter for Researchers: <https://euraxess.ec.europa.eu/jobs/charter/european-charter>.

- ensures that work packages and activities in the context of the PhD project are completed within the proposed deadlines and endeavors to complete the PhD project within a reasonable timeline.

The Supervisor ... (in case more than one supervisor is appointed, this counts for each supervisor)

- is aware of his/her multi-faceted role as supervisor (evaluator, mentor, manager, coach, etc.) and aims to build up a constructive and positive relationship with the PhD student in order to set the conditions for a successful accomplishment of the research project;
- as active researcher serves as an example for the PhD student and endeavors to challenge and inspire the PhD student with regard to (a critical reflection on) his/her academic and personal development and independent thinking;
- monitors the research progress closely;
- gives recommendations and help with regard to planning, interpretation, analysis and implementation of research results;
- assesses terminology, hypotheses, methods and argumentation;
- advises on the structure and presentation of the dissertation;
- allows sufficient time to help and advise the PhD student during the progress of the project and the final preparation of the dissertation;
- strives to put the PhD student in touch with other researchers in the field and stimulates the PhD student, if possible, to share research results in conferences and through publications.

## 11. APPENDIX 3 – GUIDELINES FOR ETHICAL ADVICE<sup>2</sup>

Version 2.0, June 2018

### A. Introduction

1. All researchers connected to ETF Leuven are expected to aim towards high quality research which meets well-established ethical principles and requirements, as documented in:

- The Code of Ethics for Scientific Research in Belgium:

[http://www.belspo.be/belspo/organisation/publ/Eth\\_code\\_nl.stm](http://www.belspo.be/belspo/organisation/publ/Eth_code_nl.stm);

- The European Charter for Researchers:

[https://cdn4.euraxess.org/sites/default/files/brochures/eur\\_21620\\_en-nl.pdf](https://cdn4.euraxess.org/sites/default/files/brochures/eur_21620_en-nl.pdf);

- The Framework for Research Ethics (FRE) of the European and Social Research Council (ESRC):

<https://www.ukri.org/councils/esrc/guidance-for-applicants/research-ethics-guidance/framework-for-research-ethics/>;

- The “Code of Good Practice for PhD Students and Supervisors of the Evangelische Theologische Faculteit, Leuven” (see Appendix 2); and
- The document “ETF Guidelines for Ethical Advice”.

ETF Leuven assumes of all its researchers that by exercising this function they indicate their awareness of and acknowledge the importance of these principles and regulations, as they are publically available and are regularly referred to at various meeting and publication levels. It is primarily the responsibility of the researcher to implement these principles and regulations in research, as well as to ask advice, if needed or desired, of his/her supervisor or the ETF Leuven research committee.

2. “Researchers” in the first place include all members of the academic personnel and PhD candidates of ETF Leuven, but also all Bachelor and Master students conducting research for their theses or papers. Members of the academic personnel are responsible as supervisors (in particular of research at doctoral and master’s levels, but also of all other student research in papers and bachelor theses) closely to monitor the research under his/her supervision within the above mentioned framework.

3. All research related issues will be dealt with by the ETF Leuven research committee, which consists of the rector, dean, policy advisor for research, and the department heads. The committee stimulates and coordinates the research and research policy of the faculty and evaluates the research activities of the academic personnel. The research committee meets four times a year and reports to the faculty council. The research committee also acts as ethical committee, by responding to requests for ethical advice, regarding research assessment. The research committee might also propose changes of procedures in case of relevant developments in the area of research, including its ethical dimensions.

4. The research committee does *not* aim formally to provide ethical advice on every research project (bachelor and master theses, doctoral theses, policy-supported research). The research committee is informed directly or indirectly (via the administrative committee) about each research project. However, ethical advice will be given only when a formal request is submitted or when it is deemed necessary or desirable (for example in case of publication or project and grant applications) and/or if doubt arises with regard to the ethical dimension of a planned research project. In all other cases, request for ethical advice is not mandatory, but a service offered to researchers who wish to receive ethical advice. In any case, it is the researcher who is responsible to conduct research in a scientific and ethically correct manner.

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<sup>2</sup> Adaptation of “Richtlijnen voor ethisch advies,” Vrije Universiteit Brussel, accessed at [www.vub.ac.be/sites/vub/files/nieuws/users/avschare/richtlijnen.docx](http://www.vub.ac.be/sites/vub/files/nieuws/users/avschare/richtlijnen.docx) (29/08/2018).

5. When preparing his/her research, the researcher evaluates to what extent the project is acceptable in light of the mentioned ethical principles and requirements. If ethical advice is necessary or desirable, the researcher may submit a written request for advice to the research committee by filling in the form for ethical advice to [as@etf.edu](mailto:as@etf.edu), including all necessary documents as attachments.<sup>3</sup> Requests need to be submitted no later than ten days before the research committee meets. An urgent request can be dealt with by the dean's office in consultation with the concerned department head. The research committee will be informed about such requests at its following meeting.

6. Important ethical changes in the duration of the research need to be made known to or resubmitted for re-evaluation by the research committee. If necessary, new or adapted ethical advice will be provided.

7. Violation of ethical principles in research need to be reported by researchers, participants, or third parties to the privacy responsible person of ETF Leuven or, in the absence of this responsible person, to the research committee.

## **B. Research with participants**

1. Each participant in academic research needs to be treated with basic respect, friendliness and fairness.

2. The researcher takes into account, beforehand and in a careful way, the possible impact of the research on participants. It is the responsibility of the researcher to have a clear view on the rights and risks of participants involved. The researcher takes steps in advance to protect the rights and wellbeing of participants and eventual third parties, who could be affected by the research.

3. The participant will be informed ahead of time as much as possible about the purpose and method of research, in particular with regard to his/her own involvement, according to the principle of *informed consent*. The Code of Ethics for Scientific Research in Belgium states: "The subjects of experiments and respondents must give their informed consent: they have the right to know they are the subject of research, they must be given the most complete information possible and give their prior consent with full knowledge of the facts." Participants receive before their participation all relevant information in a understandable way, including information on possible inconveniences, risks and negative impact. On the basis of this information the participant is enabled to make a proper assessment of the impact of participation in the research and to decide whether or not to participate. If new possible inconveniences, risks or negative impact arise in the course of the research, the researcher must inform the participant, including giving the option for the participant to halt participation.

3a. A questionnaire needs to indicate whether it is anonymous or not; that participation is voluntarily and that filling out the questionnaire indicates permission to use the data for scientific research. In case a questionnaire is not anonymous, or if it contains the option to provide name and contact details, it should indicate that the received data will only be used for scientific research, and that they are carefully processed according to the Personal Data Protection Law.

3b. In other kinds of research which include the involvement of people, participants will be clearly informed about their voluntary participation, as well as their ability to refuse participation and to halt their participation without further explanation. This counts especially for persons in a weak position (3d). Any form of compulsion in research is excluded. In addition, participants will be informed with regard to the nature, method, purpose, possible risks and burden of the research, and that gathered data will be used for analyses and/or scientific presentations only. This *informed consent* will be received preferably through a signed document for that purpose.

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<sup>3</sup> Relevant forms can be downloaded in the folder "Research Ethics" at ETF Virtual Campus.

3c. Exceptionally, this *informed consent* does not need to be received in written form, if this would lead to unnecessary hindrance of the research. The researcher needs to justify this, and in case of doubt, ask the ETF Leuven research committee for advice.

3d. In case the research includes participants in a weak position, the researcher needs to handle the *informed consent* with special care. This counts for participation of minors and incapacitated persons. They will be given, as far as possible and in relation to their level of understanding, information on the research, including the possibility not to participate. Moreover, *informed consent* will be requested from relevant caretakers or guards of minors, and from the legal representative of incapacitated persons. In case the research takes place at an institution, organization, or school, its permission will be requested for the research.

4. Researchers avoid as much as possible the inclusion of participants in their research of those who have a relation of dependence to the researcher (family, students, clients, personnel, etc.). In case research with these kinds of participants takes place, explicit measures need to be taken to protect participants against potential negative consequences from refusing or halting participation and they need to be informed about these.

5. In principle, misleading participants is prohibited in scientific research. Misleading participants is only allowed in case it is necessary for the research that a participant does not possess an accurate picture of the exact purpose or procedure of an experiment. Misleading means providing inaccurate information to the participant or unindicated observation of the person. Misleading may not imply unannounced inconveniences, risk and negative consequences, and needs to be reported as soon as possible to the participants. In case a researcher doubts ethical permissibility for the use of misleading, advice needs to be requested from the ETF Leuven research committee.

### **C. Research which includes the incorporation of personal data**

1. The researcher will respect the anonymity and privacy of the participant and guarantees that the information collected remains confidential. The Data Protection Authority has produced two brochures (*Privacy: een vademecum voor de onderzoeker* and *Hoe de Privacywet toepassen in historisch onderzoek ?*) in which the obligations of the researcher and the rights of the participant are described. The ETF Leuven research committee will draw on these (see also <https://www.privacycommission.be/burger>). For the incorporation of specific non-anonymous data categories (sensitive data, health data, legal data) the researcher needs to respect the additional requirements established by Royal Decree.

2. The researcher aspires to process the information provided by the participant anonymously, to save it and – when no special agreements with the participants were made – to include it as unrecognizable in (a) publication(s). Privacy-sensitive data will be processed exclusively in a protected environment; only anonymized data may be processed outside the protected environment. Personal data means obviously name and address, but sometimes a combination of data (for example birth date, sex, nationality, and time and location) may function as a key to identifying persons; in that case the data need to be aggregated or passed on with less detail.<sup>4</sup>

3. Privacy-sensitive data need to be erased as soon as the objective of the research has been met. In case personal data need to be kept for a longer period, for example with an eye to verifiability of research or for longitudinal research, they need to be kept exclusively in a protected environment and only with consent of the participant. Personal data which are no longer needed for the research need to be destroyed or anonymized. Anonymous personal data may be preserved for an unlimited time and can be handed over to new receivers without report or consent.

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<sup>4</sup> Relevant forms can be downloaded in the folder “Research Ethics” at ETF Virtual Campus.



4. For non-anonymous personal data files (including coded data) report to the privacy-responsible person at ETF Leuven is obligatory (even in case asking advice from the research committee is not required) and a security plan needs to be established. The privacy-responsible person integrates a notification in the records of processing activities; the researcher or supervisor him/herself is responsible for safeguarding these data and their treatment at the end of the research. Participants have at any time the right to access the data which apply to them. They have the right to correct these and the right to motivated objection. If the researcher wants to hand over these personal data to a new receiver, consent is needed from the participant and a new report is needed to the privacy-responsible person of ETF Leuven.