

Doctoral programme

You enrolled for a PhD degree (Medical Sciences, Dental Sciences, Veterinary Sciences, Biomedical and Pharmaceutical Sciences). Please find some important information regarding your PhD programme.

Supervisory committee

A supervisory committee has been appointed and will follow your work throughout your PhD. This committee cannot be modified without agreement of the Faculty Doctoral Commission (Commission Facultaire des Doctorats, CFD). To modify your committee, a written request must be addressed to the CFD.

Research Training Certificate (CFR)

If the doctoral candidate successfully completes the research training (40 credits) and the intermediate evaluation (20 credits), the University awards him/her a research training certificate (60 credits). PhD candidates must pass these two steps before defending their thesis.

Research training (40 credits)

In Faculty of Medicine, research training consists of attending to at least 30 hours seminars, conferences, courses, training, congresses (live or online) during the first PhD year (or at least 15 hours per year during two years for PhD enrolment after January 31). You are free to select these 30 hours, but these must necessarily have a scientific character (language courses for example do not count towards qualifications). Seminars organized by private companies are not accepted. One day at a conference counts as 4 hours. For clinicians, at least half of the seminars must be of a non-clinical nature. You must keep a record of these activities and provide proof of your participation (official certificates of attendance or registration).

In May, you will receive a detailed e-mail regarding validation of your research training. Validation documents must be sent to the administrative office of the Faculty by mid-July.

Intermediate evaluation (20 credits)

During their PhD, doctoral candidates will be subjected to an intermediate evaluation by their supervisory committee, to assess whether their thesis can be completed within prescribed timeframe. The evaluation is held during the first or second year of the PhD process. If the supervisory committee agrees, the evaluation may also be held during the third year for assistants and for doctoral candidates with a parttime research position, and in the fourth year for doctoral candidates with no research position. The supervisory committee decides whether the intermediate examination has been passed or failed and informs the CFD of its decision.

Intermediate evaluation must be passed before the submission of the thesis.

PhD re-enrolment

End of May, you will receive a detailed e-mail regarding re-enrolment for the next academic year. The supervisory committee meets with the doctoral candidate at least once a year to assess scientific progress. Based on this annual evaluation, the result of which is communicated to the doctoral candidate, the supervisory committee informs the CFD regarding re-enrolment.

Doctoral candidates are required to enrol for both the PhD and doctoral research training every year, until the later has been fully completed. If the doctoral candidates fail to re-enrol within the stated timeframe, then they are considered to have abandoned their thesis and must begin the full admissions procedure again, including payment of full enrolment fees.

The doctoral thesis manuscript

It is expected that the work will result in at least one original research publication in a peer-reviewed journal for the thesis manuscript to be submitted. If this is not the case, the supervisory committee may decide to make an exception to this rule based on the work carried out and the content of the submitted manuscript. In such cases, the supervisory committee will submit its reasoned opinion to the CFD upon submission of the manuscript.

In the Faculty of Medicine, **the thesis manuscript must always include the following elements:**

- A detailed introduction providing an understanding of the general context and the research question;
- The objectives of the thesis;
- Materials and methods (optional if described in the articles included in the manuscript);
- The results. These may consist of a reproduction of articles, but each article presented must be preceded by a summary of the main experimental findings;
- A general discussion highlighting the links between the various parts that make up the thesis, as well as the positioning of the results in relation to the state of the art in the field, the limitations, conclusions and resulting perspectives;
- A one-page summary in French.