University of Luxembourg

PhD Welcome Pack

UNIVERSITÉ DU
LUXEMBOURG

PhD Life cycle
Quality assurance

| Before | Year 1 | Year 2 | Year 3 | Year 4 | Manuscript Defense Report | PhD Ceremony |

| | DEA | CET 1 | CET 2 | CET 3 | CET 4 | | Diploma |

Supervisor

Professors
ADR - holder

Doctoral Education Agreement

Yearly Meeting of Doctoral Supervision Committee (CET)

Disciplinary and Transferable skills (ECTS)

PhD Defense / Diploma

Feedback after PhD

▶ Transferable Skills Training University of Luxembourg
ts@uni.lu

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1. Welcome to the University of Luxembourg

1.1. Introduction

Dear doctoral candidates,

I am pleased to introduce this new "PhD handbook" to you.
Perhaps you have just arrived in Luxembourg to start your doctoral studies – if so – welcome to Luxembourg! I wish you a successful and inspiring doctoral education at our University.

Doctoral research is a crucial element of Luxembourg's research ecosystem, and it is also an important instrument in our collaboration with academic, industrial, or governmental partners. Today, about 1,000 doctoral candidates are registered at the University of Luxembourg and by this contribute to the positioning of Uni.lu as a research university.

Many things will be new to you so we will try to provide you with helpful links to information you will need for the best start possible of your doctoral studies. This new "PhD handbook" is a compilation of important information about your path towards the doctoral diploma. It has been established by the Office of doctoral studies and the Doctoral School administrators, and it is work in progress: we will update this guide continuously, so make sure you check out for **new versions** each semester. This guide is both for new joiners and already advanced doctoral candidates so make sure you always have a copy at hand.

Your feedback is most welcome so do not hesitate to email us with suggestions, comments, remarks on how we can still improve this guide (**phdstudies@uni.lu**).

It is a privilege and pleasure to have you with us and I hope to see you in some years at the graduation ceremony!

Jens Kreisel
Vice-rector for research
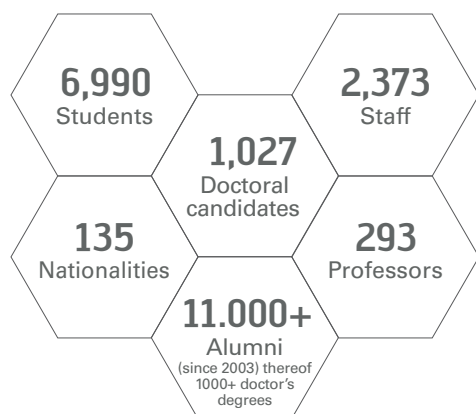
1.2. Facts and figures

Founded in 2003, the University of Luxembourg is the only public university in the Grand Duchy of Luxembourg. It is multilingual, international and research-oriented, and is also a modern institution with a personal atmosphere.

The University has 1,420 academic staff (including doctoral candidates, postdoctoral researchers, research associates and others) supporting 268 professors, assistant professors and lecturers in their teaching. It has close links with the European institutions, financial institutions and leading industry players.
https://wwwen.uni.lu/university/about_the_university/facts

April 2022

STAFF & STUDENTS

6,990 Students

2,373 Staff

1,027 Doctoral candidates

135 Nationalities

293 Professors

11.000+ Alumni
(since 2003) thereof 1000+ doctor's degrees

RANKINGS

#25 in the THE (Times Higher Education) Young University Rankings 2022

among the **#250-300** best universities according to THE World University Ranking 2022

#3 worldwide for its international outlook according to the THE World University Rankings 2022

#601-700 among the top 1,000 universities worldwide in the Shanghai Ranking 2021

TEACHING

46 Master's degrees

17 Bachelor's degrees

4 Doctoral schools

48 Bilingual degrees

16 Vocational trainings

4 Teaching languages
(French, German, English and Luxembourgish)

RESEARCH

1,520 Academic staff

1,000+ Ongoing projects

119 H2020 submitted projects[1]

50m€ Obtained funding through FNR[2] and H2020 in 2020

113 FNR projects accepted

2,238 Publications in 2021

[1]Horizon 2020 is the biggest EU Research and Innovation programme with nearly €80 billion of funding available over 7 years (2014 to 2020). [2]The Luxembourg National Research Fund (FNR) is the main funding organism of research activities in Luxembourg.

VISION - MISSION

OUR VISION — **A University for Luxembourg and the World**
Shaping societal, cultural, technological and economic development in proacticve dialogue with society

OUR MISSION — **To be a world-class research university focusing on:**
• Research
• Education
• Contribution to the social, cultural and economic development of the country

THE UNIVERSITY

2003 Foundation

3 Faculties

3 Interdisciplinary Centres

3 Campuses

OUR RESEARCH PRIORITIES

DIGITAL TRANSFORMATION
Trustworthy ICT | Cybersecurity | Digital humanities | Big Data of the past | FinTech | Space technology and telecommunication

MEDICINE AND HEALTH
Systems biomedicine | Neuroscience and oncology | Digital Health | Social and economic aspects of health

SUSTAINABLE AND SOCIETAL DEVELOPMENT
Sustainable finance and governance | Inequalities | Diversity and migration | Law and regulations | Educational research

OUR APPROACH

International

Interdisciplinary

Multilingual

Research oriented

Close to European institutions, financial institutions and leading industry players

2. Doctoral Schools

2.1. Why doctoral education?

A doctoral degree enables you to start or continue a piece of research in a field you are passionate about, building on the knowledge and expertise acquired in your Master's degree. It is the highest degree awarded in an academic environment and means that you have achieved the highest level of competence in a given area of study. You have the freedom to choose what you work on and which methodologies you use and, with support and guidance from a supervisor, you will be able to direct your research in your chosen field as you see fit.

A doctoral degree enables you not only to establish yourself as a scholar but also to engage in networking among leading researchers in your field, gain new perspectives and meet a range of people from a variety of settings who have similar interests. It is an exciting time to exchange ideas and perspectives with academics, other researchers and luminaries and also to hone your skills by attending or presenting at conferences and seminars in a variety of countries.

A doctoral degree can boost your career and signal to the market that you are an expert in a certain area of study. Many careers require you to have a doctoral degree – not only academia but also medicine, science and technology and, increasingly, the field of security. Holders of PhDs are employed by the public and private sector alike for their analytical skills and their ability to conduct sound research independently and with integrity.

2.2. Coursework and thesis work

During your doctoral studies with us you are required to gain a minimum of 20 ECTS credits (under the European Credit Transfer and Accumulation System). You can do so by engaging in coursework as well as thesis work. The aim is to give you the opportunity to develop skills and useful knowledge for your thesis, whilst at the same time gaining a solid basis for your research within your specific discipline, the academic community and society in general. Coursework helps you with networking and also gives you specific hard and soft skills that employers are keen to see in their recruits, for example, presentation skills, data analysis and interpretation, report writing skills and the ability to pitch ideas.

Your doctoral programme organises a variety of courses. Courses open to all doctoral candidates are also organised by the Transferable Skills team in the Office of Doctoral Studies (BED). You can contact the team at ts@uni.lu for more information.

2.3. CET[1] and DEA[2]

Typically, and according to the law, full-time students spend between 36-48 months with us completing a doctoral degree. Part-time students have 96 months to complete their doctoral studies. Students who are offered a contract with the University of Luxembourg are typically employed for an initial period of 36 months, and their contract can be extended by 12 months.

To ensure that our doctoral candidates finish their education within this timeframe, the University has introduced the DEA and the CET, which will be explained in further detail in the sections below. In essence, these are educational instruments as well as quality assurance tools: they give structure to your doctoral studies, ensure that each doctoral project is supervised in the best possible manner and give you access to several advisers. The 48/96-month timeframe gives you a clear perspective within which to structure your research, findings and report writing.

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[1] Comité d'Encadrement de Thèse – Thesis Supervision Committee
[2] Doctoral Education Agreement

2.4. The Doctoral Schools at Uni.lu

The University of Luxembourg has four Doctoral Schools (see contact details under point 15 below):
- Doctoral School in Science and Engineering (DSSE)
- Doctoral School of Law (DSL)
- Doctoral School in Economics, Finance and Management (DSEFM)
- Doctoral School in Humanities and Social Sciences (DSHSS)

Each school has its own doctoral programme(s) and policies and procedures. This guide will give you a general overview of the PhD life cycle but please refer to your own Doctoral School (DS) for specific guidelines.

With the Transferable Skills team, each doctoral programme also organises courses for the development of soft skills and disciplinary as well as interdisciplinary skills. Each Doctoral School is responsible for the recognition and validation of your ECTS.

Life cycle step	Central level BED Non-academic support	Decentralised level DS secretariat Academic support
Admission	Monitoring of entire admission process, from first contact and personal advice to final enrolment	General information about doctoral programme
Life cycle	• Coordination of CET nomination process • Coordination and monitoring of doctoral candidate's progress in compliance with the law and study regulations • Organisation and provision of transferable skills offer • Cotutelle management • Management of specific cases (extensions, special leave, conflicts, etc.) • Database administration and data input	• Validation of CET nominations • Organisation of training courses (disciplinary, interdisciplinary and complementary transferable skills) and other DS events • Validation and registration of ECTS • Individual support and advice regarding study progress, including management of specific cases • Organisation of individual DS scholarships, travel support, etc. • Database monitoring and use
Defence	• Coordination of defence authorisation • Monitoring of Thesis Committee nomination process • Receipt of Thesis Report • Monitoring of final administrative steps	• Support for Thesis Committee nomination process and organisation of defence
Graduation	• Preparation, organisation and monitoring of graduation and diplomas	• Support for graduation proceedings

2.5. Office of Doctoral Studies (*Bureau des Etudes Doctorales* – BED)

The Office of Doctoral Studies (BED) centralises all procedures and communications (request for acceptance of a doctoral student, registration, reports, support/recommendations, requests for defence, etc.) related to doctoral students. The BED is the intermediary between the supervisor, the doctoral student and the Rectorate.

The responsibilities of the BED include the following:

- managing student files
- managing student status
- managing relations with University departments (Human Resources, Accounting, etc.) or research institutes in Luxembourg if applicable
- monitoring the work of Thesis Supervision Committees
- securing administrative authorisation for the thesis defence and monitoring the process
- ensuring the long-term availability of PhD theses (archiving, compliance with legal requirements on data retention, accessibility and communication to the public)
- monitoring compliance with procedures
- managing agreements for joint supervision ("cotutelles")

The BED also manages transferable skills training courses, which are open to all doctoral students. Please note: each Doctoral School also offers transferable skills courses, so make sure you check with your head of programme and Doctoral School administrator for more details.

Find out more on our pages dedicated to **doctoral training** or by emailing PhDstudies@uni.lu or ts@uni.lu (for questions on transferable skills courses).

3. CETs – Thesis Supervision Committees for doctoral theses

3.1. Composition

The Thesis Supervision Committee (CET) accompanies you for the entire duration of your PhD cycle at the University of Luxembourg, monitoring your progress and advising you in the key stages of your development to ensure the successful outcome of your studies at Uni.lu. The CET must be set within two months after the beginning of your studies.

The CET consists of three members, all holding a PhD:

1. Your supervisor;
2. At least one member who either has an employment contract with the University of Luxembourg and holds PhD supervision rights (ADR[3]) or is an Affiliate Professor;
3. A third member who may be selected either from Uni.lu or from an external organisation.

- If you are engaged in a project in partnership with a private or public entity, an observer may be invited to the CET meetings in an advisory capacity;
- If your doctoral studies are being jointly supervised by a partner institution ("cotutelle"[4]), the number of committee members is four, including the two supervisors;
- If a committee member resigns or is unavailable for an extended period, the Rector appoints a replacement for the remainder of the candidate's doctoral studies;
- Some funding programmes may make specific recommendations for the composition of the CET: for FNR-funded projects, recent guidelines mention the inclusion of a member from a foreign institution;
- Should a conflict arise between you and your supervisor(s), you should contact your DS administrator or Programme Coordinator for an initial discussion (see also section on Conflict resolution).

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[3] Autorisation à Diriger des Recherches (ADR)
[4] Joint supervision with a partner university

3.2. The role of the CET

The role of the CET is above all to foster and support your development into an independent, highly competent academic/scientist. You will be supported in your journey towards becoming a critical thinker capable of producing high quality research work and a final doctoral thesis that meets recognised international standards.

More specifically, the role of the CET is threefold:

3.2.1. Supervision and evaluation of the doctoral student throughout the PhD journey

1. The CET meets on a regular basis, generally at the end of your first year and second year and partway through your third year and fourth year. Meetings typically last between 1 and a half and 2 hours;

2. You will always take part in these meetings, which can be held in person or via an online platform;

3. During the meetings, you will be asked to present your work for about 30-45 minutes, focusing specifically on the findings and outcomes of your research. As one of the CET members may not be an expert in your main thesis topic, you should ensure that your presentation caters for and is accessible to a non-expert audience;

4. Your presentation should also include a list of publications and conference presentations, a list of courses taken and ECTS gained, as well as planned research and training to cover the period until the next CET meeting;

5. Your presentation is followed by an academic/scientific discussion between the CET members and yourself. The CET members will then provide some feedback and comments on your performance and your future planned research and training;

6. The CET evaluates your progress and decides whether you should pursue your doctoral work. This is an integral and important part of the CET's tasks. If a doctoral student has not made considerable progress and the CET sees no prospect of future progress, it has the right to terminate the thesis work. The Law (article 37 (5)) states that "in the event of serious shortcomings, the Thesis Supervision Committee may recommend to the Rector that the candidate be prevented from re-enrolling the following academic year".

7. This is also in the interest of the doctoral student. As a student you may also request termination of your studies if you realise that completing doctoral studies is no longer something you wish to pursue. For doctoral candidates with an employment contract at UL or at a research institute, the employment contract will be terminated in parallel;

8. In the most likely scenario in which the CET recommends the continuation of the thesis work, it will suggest avenues for future research, specific further training, publications to be written (mainly for cumulative theses), presentations to be delivered, and other action as necessary;

9. Essentially, the CET answers the questions:
   a. What should the student do to present the best possible thesis at the end of their study period?
   b. Are there any weaknesses that the student should work on to improve their abilities?
   c. What are the strengths that should be encouraged?

10. After each CET meeting, a CET report is prepared. It is the task of the supervisor to write the report on the dedicated platform. It is then signed by all the CET members and the doctoral student. The report will cover the following points:
    - Research project
    - Training
    - Dissemination activities
    - Strengths and weaknesses, suggested improvements
    - Overall assessment and decision

3.2.2. Evaluation of the thesis

1. We recommend that the third CET meeting should be held after 31 months for non-EU candidates, to leave you enough time to extend your employment contract and residence permit if necessary, and after 34 months for EU candidates;

2. The final CET report contains the request for authorisation to defend the thesis. This is typically submitted after the CET meeting in the second half of the third or fourth years for full-time students. This final CET report is prepared on the basis of your preliminary final version of the thesis;

3. Once you have written a preliminary final version of the thesis, the CET will evaluate the thesis and the plagiarism report and decide whether the thesis is good enough to be defended, i.e. whether it contains sufficient new academic/research/scientific results and is written in a sufficiently clear manner;

4. This evaluation is made on the basis of a preliminary version of the thesis that contains most of the results and most of the final text. This is a key task of the CET, as it is part of the quality assurance process for doctoral education at Uni.lu;

5. Once the CET deems the thesis ready for defence, it will submit a final CET report, including the request for authorisation to defend the thesis;

6. The Office of Doctoral Studies should receive the CET report no later than 2 months prior to the defence date and no later than the last day of studies.

3.2.3. Composition of the Thesis Committee

1. The Thesis Committee appointed for the thesis defence consists of five members, or six in case the studies are in joint supervision. The committee must include at least two external members, the CET members may be part of the defence committee, although it is not compulsory for them to be part of the defence committee. All committee members must hold a doctoral degree.

2. Two experts may also be invited to the defence in an advisory capacity. They do not take part in the discussions and they do not sign and are not named on the defence documents.

3.3. Your role in the CET

As a doctoral candidate at Uni.lu you are expected to:

- Be engaged and committed to your research project
- Work assiduously, and if you have a contract with the University fulfil the terms and conditions of your Uni.lu contract
- Strive to design and conduct your research independently, increasing your self-confidence and autonomy
- Know, understand and comply with the rules, standards and principles of the academic community and institutions
- Learn how to prepare effective applications for research funding
- Show respect to colleagues and to the thesis supervisor's time and efforts: for example, you should avoid handing in a draft that is poorly written or has not been spell-checked, or submitting a conference abstract one hour before it is due
- Show respect to the identity and uniqueness of other group members
- Demonstrate a positive attitude and be open and willing to help and contribute to group activities

3.4. Your supervisor's role in the CET

The role of your supervisor in your development and success at Uni.lu is key. That is why it is important for you to have an idea of the rights and responsibilities of thesis supervisors.

The supervisor should…	The supervisor should not…
Submit the nomination of your CET members online	Ask you to write the CET report
Support you in drawing up your DEA	Ask you to engage in work that is not related neither to your thesis, nor to the obligations you might have as an employee of the University
Meet with you regularly to supervise your progress	Miss any of your CET meetings or other meetings without notifying you in advance
Offer advice on methodology and research approaches	Write or edit your research articles or otherwise take over tasks that might jeopardise the independence of your research
Approve your training courses	Ask you to start research before the official start of your studies/employment contract
Sign off/validate your ECTS	
Sign your expenses	
Give you prompt feedback in an honest and helpful manner	
Process the request for an extension of your employment contract (if applicable) in a timely manner	

4. Doctoral Education Agreement (DEA)

To help you navigate your four years with us as a full-time student, or eight years as a part-time student, we ask you to draw up a DEA with the support of your supervisor within your first six months at Uni.lu (and no later).

4.1. What is a DEA?

The objective of the DEA is to describe and regulate your rights, responsibilities and obligations as well as those of your supervisor. It helps you by giving you some structure and assistance in your life as a doctoral student at Uni.lu (see link on Moodle). The DEA is an important document ensuring the transparency and quality of doctoral education at Uni.lu and has been drawn up in accordance with the various regulations which govern doctoral education at Uni.lu.

The DEA contains a variety of sections, including the following:

Section 1 outlines the different rules you may need to comply with depending on your specific situation (whether you have an employment contract with the University or another institution, no employment contract, etc.).

Section 2 indicates your "academic environment" (supervisor, joint supervisor if applicable, doctoral programme, etc.).

Section 4 contains information about funding and employment as provided by the supervisor and/or the department to which the doctoral candidate is affiliated. Self-funded doctoral candidates should also complete this section if applicable.

Section 5 contains details about your thesis (working title) and the discipline of your degree, as well as information about ECTS. Please make sure you know the rules about collecting ECTS that apply to your doctoral programme.

4.2. Who needs to complete a DEA?

The DEA is compulsory for all doctoral candidates (since 1 August 2020), and it has to be filled in and signed by the parties (doctoral candidate, (co-)supervisor(s), Doctoral Programme Coordinator) within six months of the start of your doctoral studies.

4.3. What is the procedure?

You will be contacted by the Office of Doctoral Studies (BED) and asked to start the procedure. Your supervisor will also be notified. You will receive a Word document to be completed and returned to the BED (phdstudies@uni.lu) after it has been duly signed. The Thesis Supervision Committee (CET) needs to be set up before the DEA can be completed. **Remember:** the CET must be set up no more than two months after the beginning of your studies.

4.4. Research and Training Plan (RTP)/ appendix

A Research and Training Plan is appended to the DEA and contains a variety of sections. The RTP lists the training components and the corresponding ECTS you will need to accumulate, together with any additional requirements for your doctoral programme. At the start of your journey with us, you will create an outline of this with your supervisor, although it can be adapted/discussed each year following your annual CET meeting. Updates and amendments to the RTP are proposed by CET members and yourself following CET meetings. The final CET meeting confirms that all the requirements of the RTP have been fulfilled, which is a condition for the final thesis defence to be authorised.

5. Doctoral courses and ECTS acquisition

In order to complete your doctorate at Uni.lu, in accordance with the University regulations, you will need to acquire at least 20 credits (ECTS) before you are allowed to defend your thesis. Each credit corresponds to 25-30 hours' workload. Study time can include participation in or presentations at conferences, publications, winter and summer schools, specific Doctoral School courses, etc.

Credits can be obtained in both discipline-specific and interdisciplinary subjects and in transferable skills. Each doctoral programme has its own specific policies on ECTS, so make sure you consult the policies related to your doctoral programme to confirm the requirements.

With your supervisor(s) you can decide which discipline-specific and interdisciplinary courses you can take over the course of your time at Uni.lu. This will need to be clearly set out in the DEA Research and Training Plan (see section on the DEA). Please note that only activities you have undertaken during your doctoral studies at Uni.lu count towards your credits.

You will be able to monitor the ECTS you have acquired, submit ECTS requests and check whether they have been approved via the student portal (already available for most doctoral programmes, remaining programmes to come soon).

5.1. Interdisciplinary courses

Each programme develops a series of interdisciplinary courses in a variety of different formats (reading groups, traditional courses, intensive courses, lecture series, etc.). These course offers are designed for candidates within the relevant programme, but as they are interdisciplinary in nature, they can also sometimes be open to candidates from other programmes (under specific conditions).

5.2. Transferable skills

Transferable Skills courses help you to develop core academic skills (e.g. writing research papers, university teaching, giving presentations, etc.) and professional/interpersonal skills (e.g. project management, leadership, conflict management, etc.). In accordance with the University's Study Regulations (art. 49), you need to acquire at least 5 ECTS in transferable skills during your doctoral studies. The exact distribution of these ECTS is detailed in your doctoral education agreement (DEA) and may be slightly different for each Doctoral Programme depending on its inherent characteristics.

Transferable skills (TS) team: The BED organises a range of events on a semester basis and a full schedule (with a course list, registration dates, course descriptions, etc.) is published on the TS-BED Moodle pages at the beginning of each semester (in January for the Summer Semester and in September for the Winter Semester). Participation in these events is free of charge. Given the limited number of seats and to ensure fair treatment for all doctoral candidates, a training policy has been introduced by the TS-BED team. We trust that all participants in TS-BED training events will follow these basic rules.

A selection of further transferable skills courses specifically geared to the needs of doctoral candidates is also organised by the Doctoral Schools. Training events organised by the TS-BED team and the Doctoral Schools are promoted, published and managed separately (registration process, Moodle pages, etc.).

Doctoral candidates are also free to follow transferable skills courses elsewhere (at private institutes or other universities) but they will need to check the eligibility of these courses with their Doctoral Schools before registering (learning outcomes and ECTS, if applicable).

TS courses are open to all doctoral candidates enrolled at the University of Luxembourg. If there are remaining seats, courses are also open to external doctoral candidates from LIST, LIH, LISER, LNS and MPI.

5.2.1. Ethics – Research Integrity courses

During your doctoral studies, you are required to take at least one course on Ethics – Research Integrity, in accordance with the University's Study Regulations (art. 49). You can take the ethics course either in a classroom-based format (e.g. the Good Scientific Practice course) or in an e-learning format. E-learning courses are offered by the TS-BED team. They are run online by the contracted provider Epigeum. You can also make use of any other ethics training recognised by your doctoral programme.

More information is available on our Moodle pages on "Doctoral Education – Transferable Skills" or by emailing ts@uni.lu.

5.2.2. Getting started with ethics, data protection and plagiarism

About ethics and research integrity
All doctoral-candidates involved in conducting research at or for the University of Luxembourg (Uni.lu) shall ensure that research complies with the Uni.lu procedures and all applicable laws.

Any research involving human participants, human biological material, personal data, or potentially harmful and/or irreversible changes to the environment, and which is prepared, conducted or published, requires ethics approval *before* any relevant research activity takes place.

The ethics application needs to be filled out and sent to the Ethics Review Panel (ERP). The ERP then evaluates the ethical aspects of research projects carried out at the University to ensure that ethical considerations are met, and good scientific practices are followed.

General information:	Ethics Review Panel (ERP)
Guidelines:	Research Ethics Guidelines
Application:	Application Form
Consent forms:	Template_Consent Form - standard.doc Template_Consent Form - elaborated.doc
Meetings and application deadlines	Commitee dates
Contact and submission:	erp-submissions@uni.lu

About data protection

All PhD students have a fundamental obligation to protect personal data and to comply with the Data Protection Policy in the performance of his/her tasks. In case the research project is dealing with personal data, researchers need to comply with Uni.lu policy based on General Data Protection Regulations (GDPR).

This procedure commits to safeguarding personal data processed by the doctoral-candidate and personal data concerning the doctoral-candidate. Processing as used here has a very broad definition and includes activities such as collection, storage, consultation, modification, sharing, disclosure (including publication), retention, and destruction of data.

The data protection policy also includes new obligations introduced by the GDPR such as the establishment and maintenance of a University Personal Data Protection Register (i.e. RPA), risk-based approach, and documentation of compliance with the GDPR. The Records of Processing Activities (RPA) is to be filled in case of personal data in surveys, interviews, etc. The RPA application needs to be proceeded and submitted, connecting to the ServiceNow Portal. The process activities need to be declared, requiring any kind of personal or sensitive data processes.

General information:	Data Protection Policy
Project registration:	Uni.lu Service Portal
Guidelines:	GDPR step-by-step applicant journey for registered processing activities

About plagiarism

The University of Luxembourg provides you with a tool called iThenticate, this tool will allow you to check your publications/project proposal.

iThenticate is a text matching tool that is designed to be used by authors and co-authors to ensure the originality of written work before publication. The software compares your document with a large database of web pages, academic books and articles.

After comparing your document to the database, iThenticate generates a similarity report for your submission. The report indicates how much of your document matches writing from previously existing sources (given as a %), and highlights all phrases that match text in an existing source, and provides links to those sources.

General information:	Plagiarism Handout

For doctoral-candidates without employment contract at Uni.lu, contact the Office of Doctoral Studies if you encounter difficulties to access the documents listed here

More information is available on T.S.-BED dedicated page "Research Integrity" on Moodle or via your Doctoral School Administrators team.

5.3. Research stay

With your supervisor, you might decide to undertake a research stay.

Definition: A research stay is a secondment to another academic or educational institution for a varying length of time. It is an opportunity for you to experience a different research environment and to benefit from data, resources and academic connections that can help you further your research.
For non-EU candidates, the duration is limited to 6 months so that they do not lose their residence permit for Luxembourg.

If you would like to complete a research stay at a research institute or university, you will need to provide the BED and HR (in case of employment contract with Uni.lu) with the following details:

▶ Name of the institute/university

▶ Length of the stay

▶ Type of funding that will cover the costs

▶ A brief description of the activities you will undertake and why, if possible

▶ An invitation letter from your host with the details of your stay

▶ Agreement of your supervisor and confirmation that the stay is linked to your research

This should NOT lead to an extension of your studies/employment contract. You should also check with the administrators of your doctoral programme whether the stay may lead to the award of any ECTS.

5.4. Disseminating your research findings

During your time at Uni.lu, you will author articles, possibly file patents, and draft reports for partners and collaborators based on your findings. These articles are essential for cumulative theses. The names of doctoral-candidates should appear among the authors in articles or book chapters related to their research, including after they have left the University. It is important to determine which journals are considered most reputable in your field, in agreement with your thesis supervisor.

5.5. Presenting at conferences and/or workshops

You are encouraged to present your research articles and findings at conferences and workshops from early on. This will help you to become more attuned to the wider research community in your field of expertise and to build up a network of future colleagues.

5.6. Open access

The University of Luxembourg incentivises participation in open access. An open access publication is one that is made freely available to any potential reader or user with access to the internet, with the only limitation that the work is properly attributed to its author(s).

Open access publications contribute to a more efficient and effective use of research results, maximise the potential for innovation, increase the visibility of researchers and their research institutions and pave the way for a higher return on investment of public money.

5.7. Open access funding

Open access funding from external sources should be actively sought.

If you are a student with FNR funding you should seek help from FNR Open Access Fund.

If you wish to apply for funding for open access publications, please refer to the individual Doctoral School policies.

6. Defence process

6.1. Formats of the Doctoral theses

Different formats (monographic or cumulative) are better suited to different disciplines and different Doctoral Schools. The CET may decide on the format of your thesis in line with the requirements of your Doctoral School, so please ensure that you have clarity on this from as early on as possible in your journey with us.

All CETs must guarantee that the quality of the work meets international standards in the respective field of research. Format requirements for individual theses may go beyond what is outlined in these guidelines and may be individually adapted by the candidate's CET.

6.2. Request for defence on ServiceNow

For full-time doctoral candidates, the thesis defence must take place after at least 36 months but no more than 52 months. For part-time candidates it must take place after 36 months but no more than 100 months. The thesis must be submitted at the end of the study period (no more than 48 months for full-time candidates and 96 months - 8 years - for part-time candidates).

At your final CET meeting, the committee decides whether your research project and the material you have submitted (which should be approximately 90% of the final work, excluding the bibliography) are ready and a thesis defence can be scheduled. They will also verify whether you have acquired the necessary 20 ECTS during your doctoral studies. Sometimes you will be authorised to defend your thesis but will be asked to make some changes.

▶ If the CET approves your research material you will be given the go-ahead to defend your thesis, and typically a date and time are set for your defence within three months of the final CET meeting.

▶ The BED/Office of Doctoral Studies needs to receive the full CET report two months prior to the defence date (and no later than the end of the study period) and will send out letters of invitation to all members of the Thesis Committee once the defence has been authorised by the Vice-Rector.

▶ The local Doctoral School administrator or group secretary (depending on the doctoral programme) then organises the defence in conjunction with the supervisor and the chair of the Thesis Committee.

6.3. Plagiarism

As doctoral candidates you are responsible for compliance with directives and best practices in terms of integrity and academic conduct. This includes ensuring that plagiarism guidelines are respected and other people's work is acknowledged in your research. However, as part of its leadership duties, the CET bears the final responsibility for misconduct of doctoral candidates in the area of plagiarism. This is why a plagiarism check is run before the final CET meeting and a copy is presented at the CET meeting and sent to the BED. Evidence of plagiarism is dealt with by the CET and referred to the academic committee for action.

Depending on the thesis format (cumulative or monographic) the percentage may be high, however, in such case, the CET and the supervisor confirm that they accept this result. Evidence of plagiarism may result in the student being excluded from Uni.lu or in postponement of the thesis defence authorisation.

To request your credentials for iThenticate, contact the Office of Doctoral Studies.

6.4. Defence

The defence is public unless specifically authorised to be held behind closed doors.

Please note that the guidelines below are only a suggestion. Differences may apply, particularly for cotutelle PhDs.

You will present your work for about 30 minutes and there will then be a Q&A session with the Thesis Committee members. It is customary practice to let the external members start. Each committee member will present their comments and questions for about 10-15 minutes.

You should reply directly to the questions and remarks by each member of the jury (about 10 minutes). At the end of the defence, the jury meets in private to decide whether to award the doctorate, with or without corrections.
Any corrections must be made within three months of the thesis defence. They must be sent to the chair of the Thesis Committee and the supervisor.
At the end of the defence, the committee signs the defence reports, and the chair of the committee produces a further report on the defence; the reports are sent to the Office of Doctoral Studies within 30 days of the defence.

Upon receipt of the defence reports, the Office of Doctoral Studies will instruct you on the final administrative steps you will need to take:

▶ Filling in the final cover page
▶ Uploading the bibliographical data to ORBilu
▶ Signing either the approval or refusal to publish
▶ Submitting your thesis as a soft and hard copy

A certificate of achievement is delivered upon completion of these steps.

6.5. Printing and binding

The University can print up to 12 hard copies of your thesis, free of charge.

For students who have an employment contract with Uni.lu (see below), a ticket can be issued via the Service Portal to request printing and binding (Reprography – New request – Uni.lu Service Portal). You will need to go to the Service Portal and select **Facilities > Reprography**.

If you are a self-funded student, please contact the BED or your local Doctoral School administrator to submit the request on your behalf.

6.6. Delivery of diplomas

If you defend your thesis between 1 January and 30 September, you will receive your diploma at the graduation ceremony in December of the same year. If your defence takes place between 1 October and 31 December, you will receive your diploma at the graduation ceremony in December of the following year, as long as you have completed the final administrative procedures.
If you cannot attend the graduation ceremony, your diploma will be available afterwards.

7. PhDs and funding

7.1. Different doctoral candidate statuses

We have three main groups of doctoral candidates:

▶ Doctoral candidates with an employment contract at Uni.lu: these may have a funded position at Uni.lu, FNR funding or a Marie Curie grant
▶ Doctoral candidates with an employment contract at one of the Luxembourg research institutes (LIs)
▶ Self-funded doctoral candidates

Within the self-funded category there are again three distinct groups:
▶ Self-funded doctoral candidates with an employment contract (not at an LI)
▶ Self-funded doctoral candidates with no employment contract or with a grant
▶ Doctoral candidates under a joint supervision scheme (cotutelle) with an employment contract at the partner university

Although all doctoral candidates are considered as students at Uni.lu and have a student email address, self-funded doctoral candidates and doctoral candidates funded by an LI do not have access to an office or to Uni.lu laboratories or shared drives, and they have no obligation to be present at Uni.lu (apart from attending courses to obtain ECTS). They also do not receive a computer from Uni.lu.
Depending on their Doctoral School and specific doctoral programme, self-funded and LI doctoral candidates may not have access or may have limited access to Uni.lu funding for conferences, travel and PhD defences. Please ask your Doctoral School administrator and/or department secretariat for further information.

You may be able to teach at Uni.lu if you have a Uni.lu employment contract. Please check with your supervisor whether you are eligible/required to teach.

7.2. Doctoral candidates with a Uni.lu contract

Doctoral candidates with a Uni.lu contract are paid by the University. Your contract is typically 36 months (3 years) with a possible extension of 12 months, and you must submit your thesis within this 48-month period (4 years).

Your contract may be based either on a structural position at the University (assistants to professors) or on external funding (e.g. from the FNR as individual/group funding). Depending on the source of your funding, the budget and the rules on how to use it may differ slightly.

The Doctoral Schools in the different departments have different travel funding rules for students with a Uni.lu contract. Please see the financial guidelines on how to claim this funding at Lignes directrices financières_Financial Guidelines 2018_11_01_EN, and refer to your Doctoral School administrator for guidance on local policies.

7.3. Students with other funding (FNR, EU institutions, etc.)

Students with funding from FNR or other institutions should refer to the conditions governing their specific grant to find out exactly how much funding they have available. Please refer to your Doctoral School administrator for guidance on local policies.

7.4. Self-funded students

If you are a self-funded student, you are not entitled to any travel funding. You should refer to your Doctoral School to see if there are any research grants that you can apply for to cover travel to conferences, seminars, presentations and winter or summer schools.

8. Conflict resolution

8.1. Conflicts with your supervisor

One of the University's main goals is to make Uni.lu an enjoyable place to work and study. To this end, it has introduced effective conflict mitigation services so that staff and students know who to turn to if they experience an issue in the workplace or during their studies.

There is always the potential for conflict with your supervisor at some stage during your studies, as it is often difficult to strike a balance between the autonomy of the doctoral-candidate and the need for assistance and supervision, and the candidate and supervisor may have two quite different perspectives of how things should be done. In addition, if you have a structural employment contract with the University of Luxembourg, your supervisor may also be your direct line manager. The University of Luxembourg has therefore established a clear framework for conflict resolution during doctoral studies.

If a conflict should arise, please follow the steps below:
1. First, contact your Head of Programme or the Head of the Doctoral School.
2. If they are unable to help, contact your Faculty Dean.
3. If the issue is still not resolved, refer to the Ombudsman for further support[5].
4. At any stage, you can of course contact the Office of Doctoral Studies for guidance.

The University's Ombudsman can help employees and students, and his role differs

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[5] Currently Brent Epperson, brent.epperson@uni.lu
https://wwwen.uni.lu/universite/presentation/organigrammes/organigramme_rectorat_administration_centrale/ombudsman

from that of other people-facing departments at the University. The Ombudsman can help employees and students in many ways, by:

▶ Helping them understand and guiding them through university policies and procedures.
▶ Offering informal dispute resolution.
▶ Helping them to resolve conflicts with other individuals at the University and develop stable, supportive and productive professional relationships.

8.2. Any other conflict within the team

Before the conflict worsens, please follow the steps outlined above.

9. Become an alumnus/alumna

You may have spent just a few years at the University of Luxembourg as a student but you will spend the rest of your life as an alumnus/alumna. The University is placing renewed emphasis on developing its alumni network. You can update your contact details, or send any ideas and suggestions, to alumni@uni.lu.

After your thesis defence, make sure that you also update your contact details with the Office of Doctoral Studies, which will liaise with the Alumni Office.

10. Recognition of Master's degrees

European diplomas are recognised automatically under the Bologna system. Master's degrees are recognised if the certificate mentions the word "Master" and the delivering university is an accredited institution.

Master diplomas obtained in a non-EU country need to be recognised by the Luxembourg Ministry of Higher Education and Research (MESR).
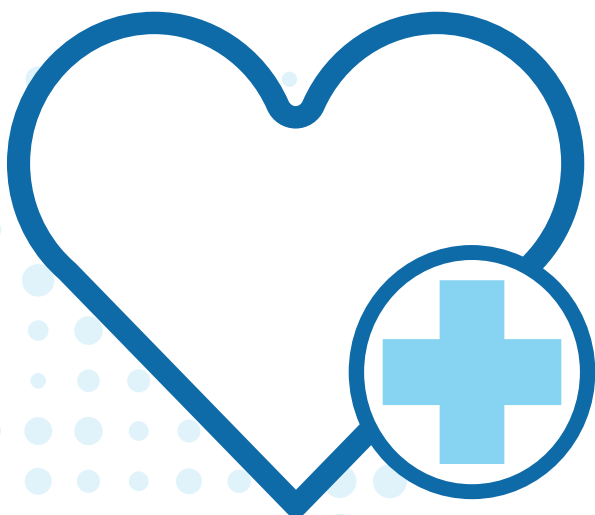
Any Master's degrees must correspond to Level 7 in the Luxembourg Qualifications Framework. You must obtain recognition of your Master qualification during your doctoral studies, and we would advise that you do so during your first year. Once you receive confirmation from the Ministry, please remember to send a copy to the Office of Doctoral Studies.

https://guichet.public.lu/en/citoyens/enseignement-formation/etudes-superieures/reconnaissance-diplomes/inscription-registre-titres.html

11. Health insurance

You must be affiliated with a national health insurance scheme to enrol at the University of Luxembourg. Students without an employment contract may pay their affiliation to the Luxembourg National Health Fund (CNS) when they enrol.

Students must declare any changes in their personal situation during their studies (e.g. a change of address, termination of contract, wish to drop out, etc.) in writing to the Office of Doctoral Studies as soon as possible.

If you have an employment contract in Luxembourg, your social security affiliation is linked to your contract. Should your contract end during the semester, it is your responsibility to inform the BED. If your employment is outside Luxembourg, please make sure you are affiliated to a health insurance scheme.

12. Student Delegation/representatives

The purpose of the Student Delegation is to represent the students of the University and to defend and promote their interests in matters relating to the teaching and management of the University.

The chair of the Student Delegation is a member of the Governing Board and attends the meetings of the Governing Board in a voting capacity.
Contact: student.delegation@uni.lu

Representatives are elected within each Faculty/Doctoral School.

13. PhD student associations

DSAIL:	https://wwwen.uni.lu/students/student_participation/student_associations_clubs_and_partners/dsail dsail@uni.lu (Uni.lu PhD candidates only)
LuxDoc:	https://luxdoc.uni.lu/ (PhD candidates and early career researchers; Uni.lu and others)

Refer to the respective web pages to learn more about these associations, how they can help you and how you can join them.
Further associations exist within the Doctoral Schools and Faculties:
https://wwwen.uni.lu/students/student_participation/student_associations_clubs_and_partners

14. Employability

The Career Centre can help you prepare for a world of great opportunities after your graduation.
It offers tailored support and advice by identifying your aspirations, strengths, potential, talents and passions.

Here is what the Luxembourg **University Career Centre** can do for you:
▶ Teach career strategies, skills and techniques
▶ Review your CV and covering letter and offer practice job interviews
▶ Explain different career options and labour market trends
▶ Show you how the job platform works https://uni-lu.jobteaser.com
▶ Establish direct links with employers
▶ Support you in vocational exploration with our partner "Central Test"
▶ Provide you with a variety of workshops divided into three modules

You can find our brochure here: https://wwwen.uni.lu/students/career_centre

"**EURAXESS** – Researchers in Motion" is a pan-European initiative launched by the European Commission to promote research careers and facilitate researcher mobility across Europe. EURAXESS is a platform for researchers, entrepreneurs, universities and businesses to interact with each other.

It addresses mobility issues, helps institutions to find talent and connects people, projects and funding.

All EURAXESS network services are free of charge.
https://www.euraxess.lu/

Incubator and Entrepreneurship Programme
If you are considering to transfer your research findings into a successful business idea, the University of Luxembourg Incubator and Entrepreneurship Programme team is on hand to support you in bringing your business idea to the market. Entrepreneurship Programme offers two options for PhDs to gain entrepreneurial skills: Introduction to Entrepreneurship and International Summer School. The first course is mainly for the 1st and 2nd year PhD students while 3rd year PhD students will find the Summer School more interesting.

If you decide to start your own business, your startup can be incubated at the University of Luxembourg. You will be given your own offices in Belval and will benefit from an extensive infrastructure. You will get the access to a wide network of experts who will help you take the necessary steps, from registering your company in Luxembourg and engaging with customers to finding funds.

Whatever stage you are at in your startup project, the Incubator's mentoring service offers tailor-made support from high-profile experts in the Luxembourg start-up ecosystem and beyond. It helps startups get a first foot on the ladder in the Luxembourg entrepreneurial ecosystem and provides extensive support throughout their maturation process.

You are welcome to send Incubator an email to discuss your new startup idea.

15. Contact details for Doctoral Schools

The University of Luxembourg has four Doctoral Schools. For more information, please email:

Doctoral School in Humanities and Social Sciences (DSHSS)
Dshss@uni.lu
https://wwwfr.uni.lu/fhse/doctoral_school

Doctoral School in Science and Engineering (DSSE)
Dsse_administration@uni.lu
https://wwwen.uni.lu/fstm/doctoral_school_in_science_and_engineering_dsse

Doctoral School in Economics, Finance and Management (DSEFM)
Dsefm@uni.lu
https://wwwen.uni.lu/studies/fdef/doctoral_school_in_economics_finance_and_management_dsefm

Doctoral School of Law (DSL)
DSL@uni.lu
https://wwwen.uni.lu/studies/fdef/doctoral_school_of_law

16. Multilingualism policy – Uni.lu Language Centre/INL

The University of Luxembourg **Language Centre** offers French, German and English courses for academic and professional purposes. It also provides other ways of improving language skills, including an e-learning platform, tandem partnerships, language games nights, a grammar café, conversation workshops, etc.

Academic and professional courses
Some courses are integrated into the "Transferable Skills Courses" programme for doctoral students. Others are open to everyone.
No registration fees are required.

General language courses
French, German, Italian and Portuguese courses for beginners (A1 level) are offered (no registration fees required).
For more information: languagecentre.uni.lu /// languagecentre@uni.lu /// (+352) 46 66 44 9269

Institut national des langues
The Institut national des langues (INL) offers general language classes in French, German, English and Luxembourgish in Belval, Luxembourg City and Mersch.

The INL pricing schedule applies for all language courses and payment should be completed directly with the INL. Registration fees are partially reimbursed for French, German, English and Luxembourgish courses under certain conditions.
https://www.inll.lu/

17. Joint supervision (cotutelle)

The University may conclude an agreement with one or more foreign higher education institutions to award you a doctorate recognised by the relevant authorities in that country. International co-supervision of doctoral studies is governed by art. 56 of the University law.

Under this arrangement, you must follow the rules regarding doctoral studies and conduct your research under the responsibility of a supervisor in each country. The supervisors undertake to exercise their supervisory responsibilities jointly. Your research is carried out over alternating periods at the institutions concerned in accordance with the arrangements laid down in the joint agreement.

The Rector appoints a Thesis Supervision Committee for the duration of your studies. The Thesis Committee for the thesis defence is selected on the basis of a balanced proportion of members from each institution appointed jointly by the contracting institutions and also includes experts from outside these institutions. The number of Thesis Committee members may not exceed six.

If the thesis defence takes place at the partner university, an official request must be granted by the Rector of Uni.lu, in accordance with applicable procedures. In this case, the Rector informs only the two supervisors of his/her decision.

The thesis is defended once. The chair of the Thesis Committee draws up a Thesis Report, countersigned by the committee members. After the thesis defence, the contracting institutions may issue the doctoral candidate with one of the following:

1) a doctoral degree which they confer jointly;

2) a doctoral degree awarded simultaneously by each institution. The doctoral diploma(s) must mention the international cotutelle.

18. Glossary

ADR	Autorisation à Diriger les Recherches/PhD supervision rights
BED	Bureau des Études Doctorales/Office of Doctoral Studies
CET	Comité d'Encadrement de Thèse/Thesis Supervision Committee
DC	Doctoral Candidate
DE	Doctoral Education
DEA	Doctoral Education Agreement
DP	Doctoral Programme
DS	Doctoral School
ECTS	European Credit Transfer and accumulation System
LARI	Luxembourg Agency for Research Integrity
LI	Luxembourg Institute
RE	Règlement des Études/Study Regulations
ROI	Règlement d'Ordre Intérieur/Internal Regulations
RTP	Research and Training Plan
TS	Transferable Skills
Uni.lu	University of Luxembourg
VRR	Vice-Rector for Research

This guide is published by an editorial team (BED and Doctoral Schools)

UNIVERSITÉ DU
LUXEMBOURG