

Doctoral School in Humanities and Social Sciences

ANNEX to BED PhD brochure



DSHSS

DOCTORAL SCHOOL
IN HUMANITIES AND
SOCIAL SCIENCES

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Welcome from the Head of the Doctoral School



Prof Till Dembeck, Head of the Doctoral School in Humanities and Social Sciences

The DSHSS recruits Doctoral candidates from all over the world and we are pleased to be a multilingual, multinational, and an interdisciplinary faculty. We are committed to your training and to ensuring that your research journey is of the highest standards.

The University of Luxembourg currently has just over 1,000 Doctoral candidates, of whom approximately 250 are in the DSHSS, spanning a variety of cultures and nationalities. Our supervisory body comprises 130 academics from diverse disciplines and backgrounds, involved in your supervision and spread across more than 10 disciplines. We recruit only the best and the brightest, with some of the strongest backgrounds in their specialisms in Europe and beyond. We encourage interdisciplinarity and within our Doctoral School, we support students in becoming involved and part of this thriving community.

The pandemic has changed the way we work, making digitalisation a priority for our Faculty. Some of the changes brought on by Covid-19 have proven to be beneficial and we have incorporated them in our ways of working at the DSHSS and across our Faculty.

As a key member of staff or Doctoral candidate, we have very high expectations of you. We encourage you to develop your analytical skills, your critical thinking, your communication and methodology skills. We want you to make significant contributions to all the sectors of employment, whether academia or the private sector. We know that Doctoral candidates are a key component of a successful knowledge economy, and as such will in future be leaders of our society across all domains.

Our aim

Our aim is to facilitate your development into autonomous scholar-researchers with 'the capacity for making critical and original contributions to knowledge.'¹

The general academic competencies we would like you to develop are 'critical thinking, knowing, and applying research methods and design, undertaking competent data analysis, academic writing, and publishing within the rules of ethical and responsible research.'²

We encourage you to become acquainted with the University of Luxembourg policy on ethics of research, which you can find at

https://www.en.uni.lu/research/researchers_research/ethics_policies_and_committees.

We would also like you to move beyond the boundaries of your own discipline and broaden your horizon through research work and competitive projects.

Our purpose is to make everybody feel welcome. If you should need it, you can always find someone in our School who will support you with advice on any problems which might arise, large or small, academic, or personal.

This handbook is your introduction to your Doctoral School, your learning environment, and the research community as well as to key policies and tools you will need in your Doctoral candidate journey within our Faculty.

We look forward to welcoming you to the DSHSS, and my colleagues and I wish you a very enjoyable and rewarding start to your PhD journey!

¹ Nerad, M., Bogle, D., Kohl, U., O'Carroll, Peters, C., & Scholz, B., (2022) (ed). 'Guiding Principles.' In Towards a Global System in Doctoral Education. London: UCL Press, p.49. ² Ibid.

2. DSHSS Structure

Central Team

FHSE



Vice Rector for Research **Simone Niclou**

**DSHSS
Governing Board**

Head of DSHSS
Till Dembeck



**Doctoral
Programme
Coordinators**



Education **Ineke Pit-Ten-Cate**



BED
Anja Lenninger

Vice Head DSHSS
Samuel Greiff



Humanities **Lena Steveker**

**Doctoral School
Facilitator**



Psychology **Robert Kumsta**

**Study Programme
Administrator**



Social Sciences **Louis Chauvel**

**Student
Reps x 4**

Faculty of Humanities,
Education and
Social Sciences

- In his capacity as Head of the DSHSS, **Prof Till Dembeck** reports centrally to the Vice Rector for Research, Prof Simone Niclou
- Simone Niclou is assisted by the BED (Bureau d'Ecoles Doctorales), whose Team leader is Anja Lenninger
- The DSHSS sits in the Faculty of Humanities and Social Sciences, and in this context the Head of the Doctoral School reports to The Governing Board of the DSHSS
- The Head of the Doctoral School is assisted by the Vice-Head of the DSHSS and by a Doctoral School Facilitator and a study programme administrator
- Doctoral Programme Coordinators head up the four distinct programmes offered by the School, including Education, Humanities, Psychology, and Social Sciences

2.1 The Doctoral School Team

Till Dembeck – Head of the Doctoral School of Humanities and Social Sciences

Till is a literary scholar with a focus on German-language literature. He is the Head of the Institute for German Language, Literature and for Interculturality. His current areas of work include multilingual philology, media theory and didactics, poetry research and the history of philology and linguistics. He has been Head of the Doctoral School since 2017.

Till is responsible for the full strategic and operational management of the DSHSS.

Samuel Greiff – Vice-Head of the Doctoral School

Samuel Greiff is head of research group, principal investigator, and Full Professor of Educational Assessment and Psychology at the University of Luxembourg. He joined the institution in 2012. He holds a PhD in cognitive and experimental psychology from the University of Heidelberg, Germany. His research focuses on educational psychology, psychological assessment, personality psychology, cognitive psychology, and psychological methodology. He has been Vice-Head of the Doctoral School since 2016.

Samuel assists Till in the strategic and operational direction of the DSHSS.

Laura Spadon – Doctoral School Facilitator

Laura was an HR specialist in the private sector for over 15 years in London and started working in academia in 2015 in teaching and programme management roles. She is a member of the UK Chartered Institute of Personnel and Development and of the Higher Education Academy, having taught English at University College London and other Higher Education institutions for 10 years.

Laura's role is to ensure the coordination, management and development of the doctoral school and its policies and contribute to its effective, efficient and qualitative standards by assisting the Dean of the Faculty and the Head of the Doctoral school. She is supported in her daily tasks by a Study Programme Administrator.

Study Programme Administrator

The Study Programme Administrator carries out the day-to-day administrative assistance for all the Doctoral School programmes, including planning, system updates, database maintenance, ECTS validation, and transcripts.

2.2 The Doctoral School Governing Framework

The Governing Board

The DSHSS is regulated by a Governing Board comprising the Dean of the Faculty, the Heads of Department, the Head of the Doctoral School, the four Doctoral Programme Coordinators (DPCs), a representative of C2DH, and the Student Representatives.

The Governing Board meets at least once a year to discuss matters and policies related to the Doctoral School and to approve new policies and procedures.

 <p>DPC in Education Dr Ineke Pit-Ten-Cate</p> <p>Disciplines Education</p>	 <p>DPC in Humanities Prof Lena Steveker</p> <p>Disciplines History, Linguistics, Humanities, Philosophy</p>	 <p>DPC in Psychology Prof Robert Kumsta</p> <p>Disciplines Psychology</p>	 <p>DPC in Social Sciences Prof Louis Chauvel</p> <p>Disciplines Architecture, Political Sciences, Social Sciences, Sociology</p>
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The Doctoral School in Humanities and Social Sciences has 4 Doctoral Programmes, each headed by a DPC. Their role is to:

- Oversee and approve the course Programme for their stream
- Support the Head of the DSHSS in formulating policies and procedures
- Co-sign the Doctoral Education Agreement for the candidates in their Doctoral Programme
- Approve ECTS credits for Doctoral candidates in their stream
- Participate in committees for the selection of Research Grant candidates and Excellent Thesis Award winners
- Assist in any other task as needed by the Head of the DSHSS

Doctoral Programme Coordinator Education – Ineke Pit Ten Cate

Ineke Pit-ten Cate is a research scientist at the Centre for Educational Testing (LUCET) at the University of Luxembourg. She holds MSc degrees in both Experimental Psychology (University of Utrecht) and Pedagogy (University of Nijmegen) and has worked both clinically and academically in different countries. In 2004 she received a Doctoral degree in Psychology (University of Southampton).

She is registered as a Chartered Health Psychologist (British Psychological Society) and is an active member of the research community. She is currently the President of the Luxembourg Educational Research Association (LuxERA) and regularly acts as ad hoc reviewer for several academic journals and international conferences. Since 2022, she is Associate Editor of Social Psychology of Education.

Doctoral Programme Coordinator Humanities – Lena Steveker

Lena Steveker joined the University of Luxembourg in September 2020. Her research interests are early modern English literature and culture as well as contemporary British fiction and popular culture. Lena holds a Doctoral degree from the Friederich-Alexander-Universität Erlangen-Nürnberg. Before coming to Luxembourg, she taught at Saarland University and at Eberhard Karls Universität Tübingen, and she was a visiting research fellow at the University of Sussex. She is the co-reviews editor of Shakespeare Jahrbuch.

Doctoral Programme Coordinator Psychology – Robert Kumsta

Robert Kumsta joined the University of Luxembourg in May 2021. He studied psychology at the University of Trier, Germany, and received his Ph.D. in Psychobiology from the University of Trier in 2007. Following his post-doc positions at the Social, Genetic & Developmental Psychiatry Centre, Institute of Psychiatry, King's College London, and the Laboratory for Biological and Personality Psychology at the University of Freiburg, he was Professor and Chair of Genetic Psychology at Ruhr University Bochum. His main research interests concern long-term consequences of childhood adversity on health and behaviour, with a particular focus on the mechanisms of biological embedding of psychosocial experience.

Doctoral Programme Coordinator Social Sciences – Louis Chauvel

Louis Chauvel is Head of the Institute for Research on Socio-Economic Inequality and Director of the Doctoral School in Social Sciences at the University of Luxembourg. He leads the PEARL Chair grant of Excellence of €5 million allocated by the Fonds National de la Recherche au Luxembourg in 2012. His main research interests are the dynamics of inequality, the social replacement of generations, the study of Middle-Class stability, social policy sustainability and collective representation of inequalities.

Student Representatives

DSHSS student representatives are an integral part of the School. Each Programme has a representative, rotating mostly every two years.

Student Reps represent the Doctoral candidates in their specific Doctoral Programme, give feedback to the Dean and the Head of the Doctoral School at Governing Board meetings, and assist Doctoral candidates with any queries they might have. They are also responsible for representing the four different Doctoral Programmes at meetings with the Vice Rector for Research, which typically occur annually.

3. Community and Representation: Your Voice

Every two years, you will vote for a Student Representative within your Doctoral School programme. Your Student Representative will meet with other Doctoral School representatives every term and will be encouraged to pass on your experiences, suggestions, and queries



We work to act on your feedback as much as we can, and this has resulted in improvements to your assessments, teaching, and events. Should you be interested in supporting or becoming a Student Rep please do not hesitate to contact the Doctoral School Facilitator.

3.1 Academic Writing - Writing Cafés

You are encouraged to develop your academic writing skills not only by attending language courses at the University of Luxembourg and other Doctoral candidate specific writing courses, but also by organising and facilitating Writing workshops.

The Library holds a space for Doctoral candidates in the DSHSS once a week **Tuesdays from 8.30am to 12.30pm in Library LLC, H**. You can either participate in a writing workshop and / or help to find facilitators that can guide you in this process. The current librarian specialist, Claire Godet, can be contacted for further details at claire.godet@uni.lu

3.2 Good Scientific Practice / Research Ethics

At the link www.en.uni.lu/research/researchers_research/ethics_policies_and_committees you can find the Moodle page with different types of resources (either sponsored by the university or free of access) to get started with Research integrity, Ethics & Good Scientific practice.

A large variety of formats is available : Epigeum e-learning modules (with a University of Luxembourg subscription), MOOCs (with free registration), interactive tutorials with role plays, videos, articles, other guides, etc.

Epigeum

As Research integrity courses are compulsory, they are often oversubscribed. The Central BED Team have therefore made an online offer available via the provider Epigeum. Epigeum is a professional online course platform, run by Oxford University Press. The choice for this resource was made **in collaboration with the Doctoral Schools** and this e-learning **fully complies with ethics training requirements** to undertake one course on this topic, as per University study regulations.

You will need to complete the following modules:

- Research integrity - Core
- Research integrity - Supplementary: Conflict of interest
- Research integrity - Supplementary: Intellectual property

Other supplementary modules are also available, and you can take them if you are interested.

You can download a certificate for the **Research Integrity: Core** training once you have completed all the modules. For the supplementary courses, you can download each individual certificate once modules are completed. All certificates can be downloaded directly from the platform.

In order to gain access to Epigeum, you first need to create your account. The account needs to be created with a UNI email address format to be recognized on the platform. Link: <https://courses.epigeum.com/>. Please contact the DSHSS for login details.

3.3 Strand Colloquia

Each year, every Doctoral Programme at the DSHSS runs several Colloquia open to disciplinary and, if allowed by the lead lecturer, non-disciplinary Doctoral candidates. A colloquium sees a variety of educators facilitate the discussion of current, topical concerns through preparatory study, followed by a debate with you, the Doctoral candidates. **You will be expected to present your research work regularly and receive feedback from your peers.**

Strand Colloquia are essential for you to build knowledge of your discipline as well as meet other Doctoral candidates in your year of study and other experts in your area. This is a key community building opportunity, and you are encouraged to register on one as soon as you start your PhD.

You need to attend your chosen Strand Colloquium regularly, signing a register of attendance. Strand Colloquia entitle you to 2 disciplinary ECTS, **which are however awarded at the end of 6 full semesters of attendance or three full years.**

3.4 Socials

Every year we endeavour to organize at least 2 PhD socials. Everybody is welcome as it is a great way to create your network and to find out about initiatives and funding availability at the DSHSS.

Your Doctoral Programme Coordinators also have a budget to organize PhD-driven initiatives, such as Writing Cafés, conferences, seminars and the like. If you have an idea for an event that could benefit your peers, please do not hesitate to contact your specific DPC.

3.5 Conflict Resolution

The success of our Doctoral School relies on positive professional relationships amongst all stakeholders. This creates an enabling environment allowing for the free exchange of ideas and the facilitation of learning. However, conflicts can naturally arise due to different perspectives or misunderstandings. University of Luxembourg staff (including PhDs) are expected to abide by the University Code of Conduct at all times.

However, in case a conflict arises, or a problem you feel cannot be solved with the help of the supervisor and / or your supervisory committee (CET), we advise you to follow the steps below:

1. Contact your Doctoral Programme Coordinator.
2. If they cannot help, then refer to the Head of the Doctoral School.
3. The Dean can also be involved at Faculty level if none of the previous steps have helped.
4. If the matter at hand cannot be solved within the Faculty boundaries, the Vice-Rector for Research can be contacted.

Note: Our School is also in the process of setting up a similar Ombuds Team to provide you with the opportunity to address different stakeholders outside of your direct Team when you need a safe space to discuss any problems you might encounter during your PhD cycle. This will be set up by the end of 2023.

Alternatively, you can email the Ombuds team at the DSSE (see https://wwwfr.uni.lu/fstm/doctoral_school_in_science_and_engineering_dsse/ombuds_team) or the Ombudsman, Brent Epperson (brent.epperson@uni.lu).



4. Doctoral Programmes

4.1. Doctoral Programmes Curriculum

Doctoral Programme in Education



DPC: Ineke Pit-Ten Cate



The Research Programme "Education" focuses on understanding and fostering learning. Students will gain insights into the complex interplay of the multiple factors that can influence learning processes. The programme scrutinizes learning processes from both a systems' and a learner's perspective. Concretely, different educational systems will be presented, critically compared and analysed according to various criteria (e.g., structure, performance) using diverse data sources (e.g., internal and external evaluations) and methodologies. Further, current challenges of educational systems such as multilingualism (teaching languages, family languages), heterogeneity (based on students' sociodemographic, educational, behavioural, or linguistic profiles) and the use of digital learning/assessment tools will be addressed.

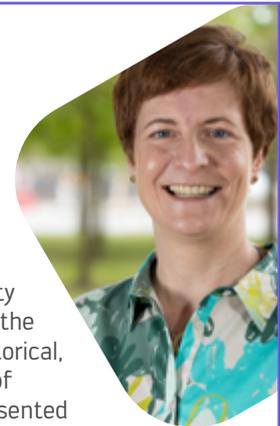
The programme also offers possibilities to focus on specific topics by actively participating in the offered reading groups (e.g., numerical cognition) and (inter)disciplinary colloquia. Crucially, the programme offers numerous methodological courses on measurement theory (test/questionnaire design), qualitative and quantitative data analysis as well as theorizing and manuscript preparation.

Overall, the programme will help students to develop theoretical knowledge in their specific research domains, be able to position their projects at the meso- and macro level, acquire differential methodological and analytical skills and practice in presenting scientific research in oral and written form.

Doctoral Programme in Humanities



DPC: Lena Steveker



The Doctoral Programme offers students the possibility to explore the wide range of the Humanities, dealing with historical, social and cultural systems of meaning: how they are represented in literature, the arts and the media, reflected in historical processes, linguistic phenomena and cognitive structures, and shaped through ideological, ethical and aesthetical practices. Drawing from sources as diverse as literary texts and social media data sets, from medieval scripts to AI-enhanced artworks, the Humanities investigate the workings of socio-cultural practices, the (hidden) power relations they include, the ideological agendas they promote, and the hermeneutic challenges they entail.

The programme supports students in developing the self-reflexivity, the critical thinking and the theoretical complexity that defines the Humanities. The disciplines that contribute to the programme of the Humanities strand of the Doctoral School are literary studies and linguistics of English, French, German and Luxembourgish, history and philosophy. The programme also remains open to neighbouring disciplines, offering interdisciplinary courses that emphasize the field's diverse methodological, theoretical and conceptual matters, including the history of thinking about culture, language, and society.

Doctoral Programme in Psychology



DPC: Robert Kumsta



The Doctoral Programme in Psychology provides an overview and in-depth training in contemporary theory and research in the behavioural sciences, primarily focusing on three areas: health, human development and learning processes.

In the area of health, we address determinants and mediators of health behaviours and mental health outcomes, and interventions to improve health through modifying behaviour or personal relationships. The domain of human development is viewed from a life-span developmental perspective with particular emphasis on analysis and promoting positive aging (e.g., autonomy, coping with care dependency) and on the role of cultural and cross-cultural factors for human development. In the field of learning processes higher-order cognitive processes (e.g., numeracy, language) and their development are highlighted as well as cognitive adjustment and learning strategies. In the sub-area of teacher and student learning, we examine teaching practices, and theories and practices of educational measurement, assessment, and evaluation. Educational technology will be explored from the perspective of computer-based assessment.

In summary, the programme aims to deepen students' theoretical and methodological understanding and stimulate critical and constructive thinking on current topics in psychological research. Students are provided with the necessary disciplinary and inter-disciplinary skills and knowledge to understand, critically compare, further develop, and apply the different approaches of psychological research.

Doctoral Programme in Social Sciences



DPC: Louis Chauvel



Societal challenges are evolving rapidly, and our doctoral program "Social Sciences" gives a more synergetic, interdisciplinary perspective on this matter. Social science is a set of disciplines (notably demography, political sciences, policies, geography, sociology, socioeconomics, education, etc.) that offer methods, measurements, understandings, as well as innovative solutions to social issues. We propose a range of courses for junior researchers and Doctoral candidates that highlight the prominent position of social sciences in our young but successful international university.

The research domains of the Social Science disciplines at the University of Luxembourg explore overlapping themes including the impact of inequalities, migration, the socioeconomic consequences of labour market transformation, changes in financial institutions, youth integration, the impact of social difficulties on populations' health, comparative ageing, and public health policies. We must mention also crucial topics: spatial development and urban planning issues, the consequences of educational reforms, the dynamics of European political and economic integration, and social policies and their consequences for the sustainability of welfare regimes or wellbeing.

We support active collaboration with Luxembourg research institutes inside and outside the faculty (Robert Schumann Institute, LISER, etc.) to share advanced training opportunities for a new generation of social scientists with a highly competitive profile for international universities and public or private research institutions, official bodies and NGOs.

5. Doctoral Candidate Lifecycle Components

5.1 Dissertation and ECTS (credit) Acquisition

Unless you are on a part-time basis (96 months), the timeframe to complete your thesis is 48 months or 4 years from the date of admission. Typically, Doctoral candidates are hired on a 36 month contract initially, which can be extended for an additional 12 months with prior approval. You will have an additional 4 months to complete your defence (maximum allowed 52 months).

Prior to your last supervisory committee meeting, you will also need to acquire 20 ECTS, in the following categories:

- 5 ECTS in disciplinary/interdisciplinary courses
- 5 ECTS in Transferable skills courses
- 10 ECTS in any category of your choice

ECTS can be acquired not just by attending courses, summer schools and conferences, but also by completing outreach activities. To find out more about the ECTS acquirement policy, please consult Appendix 1 in this brochure.

Part-time Doctoral candidates

Part-time students have 8 years (96 months) to complete their doctoral studies. The same rules apply for ECTS acquisition.

Doctoral candidates in joint supervision (co-tutelle)

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.

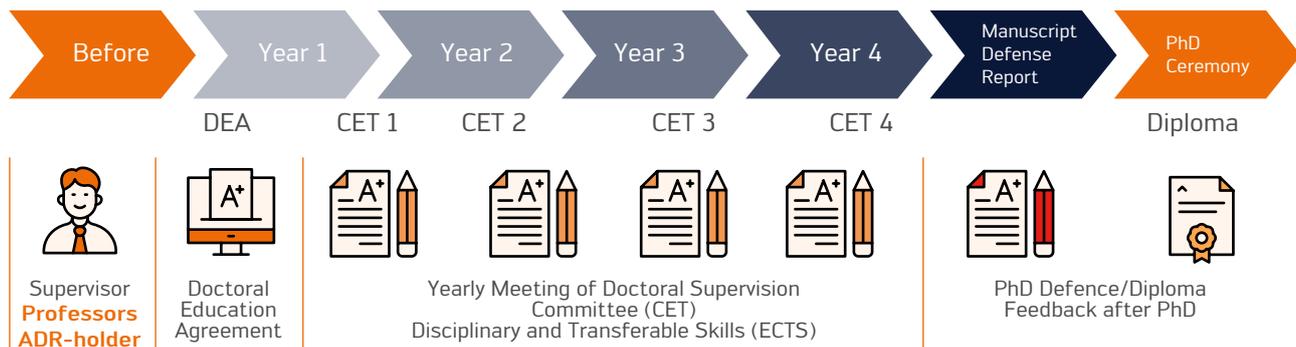
Under this arrangement, you must follow the rules regarding doctoral studies and conduct your research under the responsibility of a supervisor in each country. The supervisors undertake to exercise their supervisory responsibilities jointly. Your research is carried out over alternating periods at the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

As a Doctoral candidate in joint supervision, you still need 20 ECTS at the University of Luxembourg. Up to 10 ECTS can be recognised for activities you have undertaken at the Partner University, The remaining ECTS will need to satisfy the general rules for ECTS recognition at our Doctoral School.

You can also participate in the Research Grant calls from our DSHSS once a year. This is open to all candidates at the DSHSS on a competitive basis. However, you cannot request funding for travel to and from the University of Luxembourg.

5.2 Suggested Actions Each Year

It will help if you plan a flexible timeline of what you expect to do each year of your studies and revise it regularly with your supervisor. Please consult the annual DSHSS Course Catalogue on Moodle to find out which courses are available to you.



Year 1 – suggested actions

- Complete the **Doctoral Education Agreement** with your supervisor. This has to be **done within the first six months** of you starting at the University of Luxembourg. This has to be signed by you, your supervisor (s) and your DPC
- Attend your first **CET meeting**. Ensure that you meet all the CET members
- If you are an employee of the University, attend the compulsory **HR induction**
- Attend an **induction** for new Doctoral candidates (organized by the DSHSS) online or physically. These are held online on a bi-monthly basis by the DSHSS Admin Team. If you have not attended one, please do email the team
- Log on and register on **Moodle** for courses
- Register and attend compulsory courses, including a **Strand Colloquium** and **Good Scientific Practice**, also known as Research Ethics
- Take **Research Methods Training**: courses to be agreed with your supervisor
- Meet regularly with your supervisor
- Investigate availability and access to sources of research
- Acquaint yourself with the European Credit Transfer System validation on Service Now (SNow)

Years 2 and 3 - suggested actions

- Maintain regular **contact** with supervisor
- Provide detailed **research**, including field research if applicable
- Attend your second / third **CET** meeting

Year 4 - suggested actions

- Maintain **regular** contact with supervisor
- Attend your final **CET meeting 4**
- Submit your **thesis** to the Office of Doctoral Thesis
- Contact the DSHSS to organize your **defence**

5.3 Moodle

Moodle is the University's learning platform where you can register on courses. It is essential that you log on as soon as you start with us as a Doctoral candidate so that you can access and enrol in your required courses and communicate with the course professors in charge.

You can access Moodle with your student email or your uni.lu email if you are an employee of the university. Should you experience issues with accessing this key platform, please contact the DSHSS Admin Team.

5.4 Credit System and Service Now European Credit Transfer System

Whilst you work with us you are required to gain a minimum of 20 European Credit Transfer and Accumulation System – credits (in brief ECTS). You can do so by engaging in course work as well as thesis work. This is so that you can develop skills and useful knowledge for your thesis, whilst at the same time gaining a solid basis of the context of your research, within your specific discipline, the scientific community and society in general. Course work helps you with networking but 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 even pitching ideas.

The DSHSS and the four Programmes organise a variety of disciplinary/ interdisciplinary and transferrable skills (TS) courses. TS courses are also organised by the Transferable Skills Team in the Office of Doctoral Studies (BED) open to all PhDs. You can contact them at ts@uni.lu for more information.

Please refer to **Appendix 1** for the full DSHSS policy on ECTS.

How to gain ECTS recognition and validation

Service Now is a university platform you can use to request ECTS registration and validation. The requests are approved by your supervisor, the DS admin and then finally, the DPC.

You will only need to request validation of non-UL courses on this platform. All UL Courses are automatically inserted by the DSHSS Team.

Please go to **Appendix 2** for detailed instructions on how to access and request ECTS.

6. Thesis Language, Formats and Defense

6.1 Language Requirements at the DSHSS

The language of your thesis can be English, German, French or any other language provided the supervisor is fluent in the language of your choice³. The choice of language for your dissertation needs to be authorised at Rectorate level.

Candidates applying to any programme at the Doctoral School of Humanities and Social Sciences at the University of Luxembourg will be required to demonstrate the following Language skills:

- English language skills: as a minimum B2 level of the CEFR
- Language used for thesis: as a minimum C1 level of the CEFR

These language skills can be demonstrated by providing one of the following:

- an internationally recognised test certificate
- proof of graduation from a Bachelor or Master Programme taught in the respective language
- a diploma from a secondary school where the language was (one of) the main languages of instruction
- evidence of your status as a native speaker of the said language

With regard to the Multilingualism Policy of the University, all Doctoral candidates of the DSHSS are encouraged to work on their skills in at least two of the University's languages during the course of their studies.

6.2 Thesis formats

You can write your theses in the format of a **monograph** or use separate but connected scientific articles (**cumulative thesis**). It is the responsibility of the CET, however, to ultimately decide which format your dissertation should take, and any specific demand regarding the articles assembled in a cumulative thesis (e.g., the eligibility of the chosen journals).

The decisions of the CET should be in line with the specific programme guidelines below, but they can depart from them if a specific case calls for it. The criteria for the validity of a cumulative thesis formulated in the guidelines for the individual Doctoral Programmes and/or disciplines are minimum requirements only.

All CETs must guarantee that the quality of the work meets international standards in the respective field of research. Requirements for individual thesis may exceed what is foreseen in these guidelines and might be individually adapted by the CET.

The table below indicates the most common formats used for each Programme (see Appendix 3 for more detail):

PROGRAMME	USUAL FORMAT REQUESTS
Doctoral Programme in Education	Cumulative thesis
Doctoral Programme in Humanities	Monograph
Doctoral Programme in Psychology	Cumulative thesis
Doctoral Programme in Social Sciences	Monograph or cumulative thesis

Other DSHSS Policies and User Guides

In the following appendices you will find the DSHSS policies pertaining to:

1 – ECTS acquisition policy

This policy explains what you need to do to acquire ECTS and the credits available per type of course.

2 – ECTS User Guide

This user guide explains what you need to do to request ECTS for any courses that are NOT organized by the DSHSS itself.

3 – Thesis formats

Different disciplines use different thesis formats. This appendix explains in detail which formats are required for your discipline.

4 – Funding policy

Each Doctoral School has a different funding policy. This appendix explains what is currently offered by the DSHSS to you as a Doctoral candidate.

5 – Excellent Thesis Awards (ETA)

The ETA recognises the outstanding quality of doctoral theses and celebrates pioneering and innovative research. It is awarded to the top 10% of the University's Doctors. This policy explains the process of nomination to the ETA.

³Most of our DSHSS theses are written in English, German, French, respectively. Spanish and Italian have also been used in the past albeit sparingly.

7. Appendix 1 – DSHSS ECTS Acquisition Policy

General Principles and rules

Doctoral candidates in all four Programmes offered by the Doctoral School in Humanities and Social Sciences (Education, Humanities, Psychology, Social Sciences), must acquire ECTS. The following rules apply:

General

- At least 20 ECTS must be acquired by each Doctoral Candidate

Disciplinary/Interdisciplinary

- At least 5 ECTS must be acquired in disciplinary/interdisciplinary training
- 2 ECTS must be obtained by attending a Strand Colloquium in the selected discipline. This counts as part of the 5 ECTS in the disciplinary/interdisciplinary training

Transferrable skills

- At least 5 ECTS must be acquired in transferable skills training
- At least 1 course must be taken in Good Scientific Practice/Research Ethics in the course of the Doctoral candidate studies, ideally at the very beginning. This counts as part of the 5 ECTS in transferable skills training

Other ECTS

- The remaining ECTS acquisition must be agreed with the supervisor or the Doctoral Programme Coordinators (see below) and can include any training category

Doctoral training modules and modalities

Disciplinary/Interdisciplinary Course Offer

Strand Colloquia

Each DSHSS programme offers training in specific topics relevant to the programme. This includes one or more Colloquia for candidates within the programme, at which candidates must present their work regularly over the course of their degree. **Regular attendance (6 semesters) at one of these Colloquia and regular presentation of work is compulsory for each Doctoral candidate** as part of their doctoral school enrolment, during the course of their Doctoral candidate studies. Students must register from semester 1.

In the case of a **co-tutelle**, participation in a colloquium at the partner institution can be acknowledged. Any change of the originally attended colloquium must be agreed to by all the concerned parties.

2 ECTS credits for attendance of a Colloquium are attributed **at the very end** of the course of study.

Doctoral candidates can also opt to attend a **second** colloquium from any of the other Programmes. 2 ECTS will be allocated to anyone regularly attending a second colloquium **for at least 4 semesters** (regular presentation is not obligatory in a second colloquium).

Other

Each Programme develops an offer of discipline-related and interdisciplinary courses in a diverse range of formats (reading groups, traditional courses, intensive courses, lecture series, etc.).

These course offers are designed for candidates within the relevant programme but are also open to candidates from other programmes.

Transferable Skills Course Offer

Office of Doctoral Studies (BED)

Transferable skills training helps candidates to develop general academic core skills (e.g., scientific writing, grant applications, university teaching, etc.) and professional skills (e.g., project management, negotiation, and presentation techniques, etc.). Training courses are developed by the Office of Doctoral Education (BED), and candidates can enrol in these courses via the transferable skills programme page on Moodle.

Doctoral School in Humanities and Social Sciences

A selection of further transferable skills courses targeted specifically to the needs of candidates are sometimes organised by the DSHSS. **All doctoral candidates are required to take one transferable skills course in good scientific practice during the course of their degree.**

Outreach activities can be credited within the transferable skills module.

Specific regulations apply in cases of a co-tutelle or when a doctoral dissertation is written in the framework of a Public-Private- or Public-Public-Partnership.

Career service (Career Centre (uni.lu)): Doctoral candidate can also acquire ECTS by attending career workshops organized by the Career Centre. To obtain 1 ECTS in Transferrable Skills, students should register and attend 5 career workshops and write a reflection paper.

Teaching activities can generally NOT be credited.

Activities pre-dating your doctoral studies can also NOT be credited.

Other Ways of Obtaining ECTS

In addition to courses offered by the DSHSS and the UL, doctoral candidates can obtain ECTS for other training activities.

Writing a **scientific publication** and/or attending and presenting at a **conference** can be credited with 2 ECTS (disciplinary/interdisciplinary training). It is important to recognise that there are diverse traditions among disciplines when it comes to norms relating to publications and presentations. For this reason, the criteria for acquiring ECTS for these activities are kept broad in the description of requirements below to allow flexible adaptation to these different traditions. Supervisors and/or Doctoral Programme Coordinators are required to formally acknowledge that Doctoral candidates have met quality criteria in their discipline in order for them to acquire ECTS for these activities.

Candidates can also acquire ECTS for attending **courses at other academic institutions.**

Language courses can be credited within the transferable skills module.

Specific regulations

The following specific requirements apply:

a) Scientific publication

(2 ECTS, disciplinary/interdisciplinary)

This module involves the preparation and submission of a scientific publication on the candidate's doctoral work. Depending on the traditions of the discipline, this may be a single-authored publication or a multi-authored publication, and the publication may be

- an article in an international peer-reviewed scientific journal
- a paper in proceedings of an important conference
- a chapter of a book
- a monograph, etc

Whatever the format of the specific publication, the essential criteria are that:

- the Doctoral candidate has put significant work into the manuscript
- the publication is of high scientific standing within the discipline
- the manuscript has been/will be peer-reviewed
- the publication is international in scope/audience

The review can be 'pending.' The minimum requirement is formal acceptance by editor (eligibility check) and transmission to reviewers (status: "under review")

ECTS for this activity can be acquired once. Confirmation is needed from the supervisor.

b) Conference presentation

(2 ECTS, disciplinary/interdisciplinary)

ECTS are also granted to acknowledge a doctoral candidate's presentation of his or her doctoral work at an international conference. This encompasses submission of an abstract, preparation of the conference presentation (manuscript/slides/poster), participation in the conference, and the respective follow-up (networking, publication plans, etc.).

Depending on the traditions of the discipline, the conference presentation may be:

- a single-authored presentation or a multi-authored presentation
- presented alone or with one or more colleagues
- a paper presentation or a poster presentation

Whatever the format, the essential criteria are that:

- the doctoral candidate has put significant work into the presentation
- the conference is of high scientific standing within the discipline
- the abstract has been peer-reviewed
- the conference is international in scope/audience

ECTS for this activity can be acquired once. Confirmation is needed from the supervisor.

c) Courses at other academic institutions

(2 to 5 ECTS, depending on workload – 1 ECTS = 25 hours work; disciplinary/interdisciplinary or transferable skills).

ECTS are granted to acknowledge training undertaken by the Doctoral candidate at another academic institution, be it in the form of an intensive residential course (summer school, winter school, etc.) or of a regular course (e.g., in the context of the University of the Greater Region) on a topic relevant to their Doctoral Candidate research.

ECTS for this activity can be acquired more than once, upon the approval of the supervisor and the Doctoral Programme Coordinator. Certificates from the respective academic institution are required.

d) Language courses (1-3 ECTS; transferable skills)

ECTS for this activity can be acquired once. Confirmation from the supervisor is required. A certificate from the respective academic institution is required.

e) Outreach Activities (1-3 ECTS; transferable skills)

ECTS are given to acknowledge outreach activities undertaken by the Doctoral candidate on a topic relevant to their research. ECTS for this activity can be acquired more than once, upon the approval of the supervisor and the Doctoral Programme Coordinator. Example of outreach activities include:

- Voluntary mentoring in schools
- Charity activities related to the discipline
- Other educational activities

f) Co-tutelle (Règlement d'études, art. 49.3)

In the case of a co-tutelle, up to 10 ECTS can be recognised from the partner university without the approval of the Doctoral Programme Coordinator. In case more than 10 ECTS are requested, only activities that are permitted by the rules of DSHSS will count.

In general, the proportion of ECTS to be achieved at the University of Luxembourg in the case of a co-tutelle should equal the proportion of working time at the University, as foreseen in the co-tutelle-agreement (e.g., if a Doctoral candidate works 25% at the University of Luxembourg, (s)he should at least achieve 5 ECTS from the University of Luxembourg. Note: the candidate still needs to acquire 20 ECTS in total to receive the Luxembourgish degree).

g) ECTS acknowledgement in the framework of Public-Private- (or Public-Public) Partnerships (Règlement d'études, art. 49.3)

Up to 10 ECTS can be acknowledged for work conducted at a Partner Institution if:

a) the dissertational work of the candidate is the primary objective of the partnership between the university and the partner institution

b) a certain proportion of the work conducted at the partner institution is related to the dissertational research activities or to academic training (disciplinary or interdisciplinary)

c) a report of 500ca. words, signed by the candidate, the supervisor, and a representative of the partner institution, is provided that describes how far conditions a) and b) are met

The DSHSS will attribute ECTS for the proportion of working time at the partner institution that meets criterion b)

h) Other activities can be credited on a case-by-case basis, upon approval by the doctoral programme.

Administrative Procedures

ECTS acquired in learning activities and training organized either by the DSHSS itself or another DS at the University will be registered by the Admin in the DSHSS.

Acknowledgement of any other ECTS must be requested via the accreditation system, Service Now. Requests can be made on a rolling basis at any time of the year.

Please note that a certificate of participation or completion is required at all times to enable recognition of the ECTS.

Access Service Now

All Doctoral candidates can log on at:
<https://service.uni.lu/DoctoralCandidate>

Doctoral candidates with a UL contract can also connect at: **<https://service.uni.lu/sp?id=index>** => Education => Doctorates => Doctoral Candidate Portal

ECTS will appear on the Transcripts after the validation of your supervisor, the DSHSS administrator and the Head of the Doctoral Programme

8. Appendix 2 – ECTS User Guide for Doctoral Candidates

ECTS User Guide for Doctoral candidates

You can enter the Doctoral Candidate Portal via this Link: <https://service.uni.lu/Doctoral Candidate>

Welcome to the PhD Portal

Name of doctoral candidate: [Redacted]
Title of the Thesis: [Redacted]

About

Thesis supervisor: Prof. Dr. Christophe Wittmann wittmann@uni.lu

Doctoral program: PhD in Engineering Sciences

Coordinator: Prof. Dr. Fabrice Gaspard gaspard@uni.lu

Director: Stéphane Roggendorf

Starting date of the Thesis: 01.09.2020

Latest date of Thesis submission: 01.09.2024

Partnership

Partner Institution: Technische Universität Deggendorf

Status of collaboration agreement: [Redacted]

Total ECTS awarded: 25

Good Scientific Practice: ✓

Interdisciplinary ECTS: 19

Transferable Skills ECTS: 6

CET Members

Prof. Dr. Stephan Ocker - Supervisor

Prof. Dr. Sabine Witt - Mentor

Prof. Dr. Ingrid Böttcher - Mentor

Next CET Meetings

CET4 - 03.07.2022

Welcome to the PhD Portal

My ECTS button circled in red.

To see your ECTS callout box.

Home > My ECTS

Total ECTS awarded: 25

Interdisciplinary ECTS: 19

Transferable Skills ECTS: 6

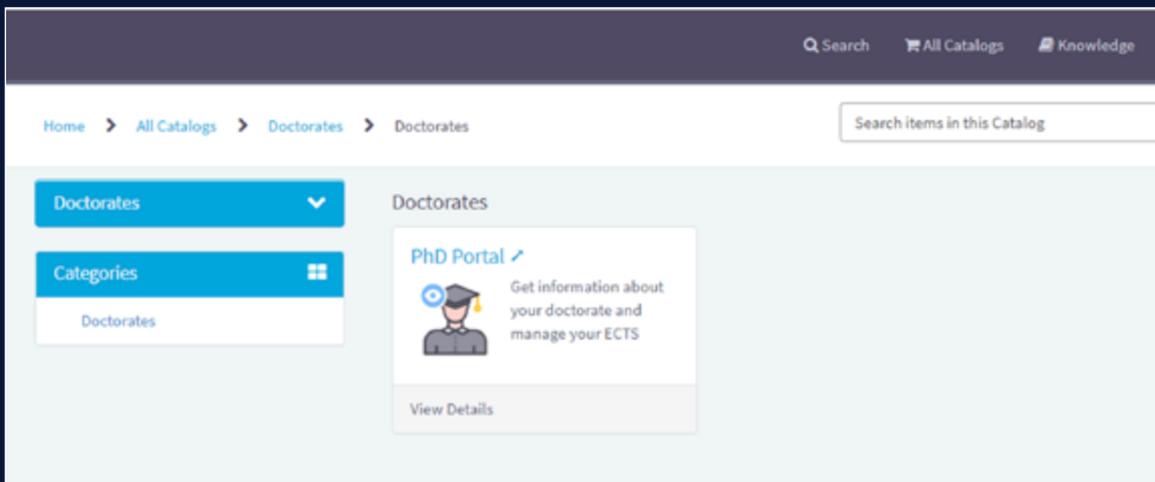
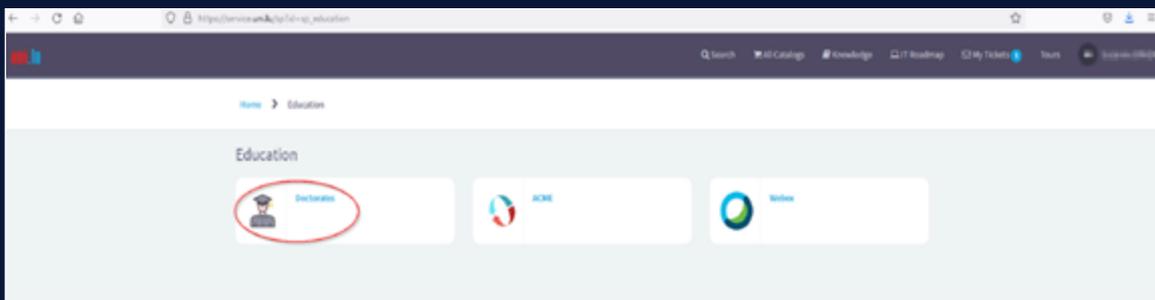
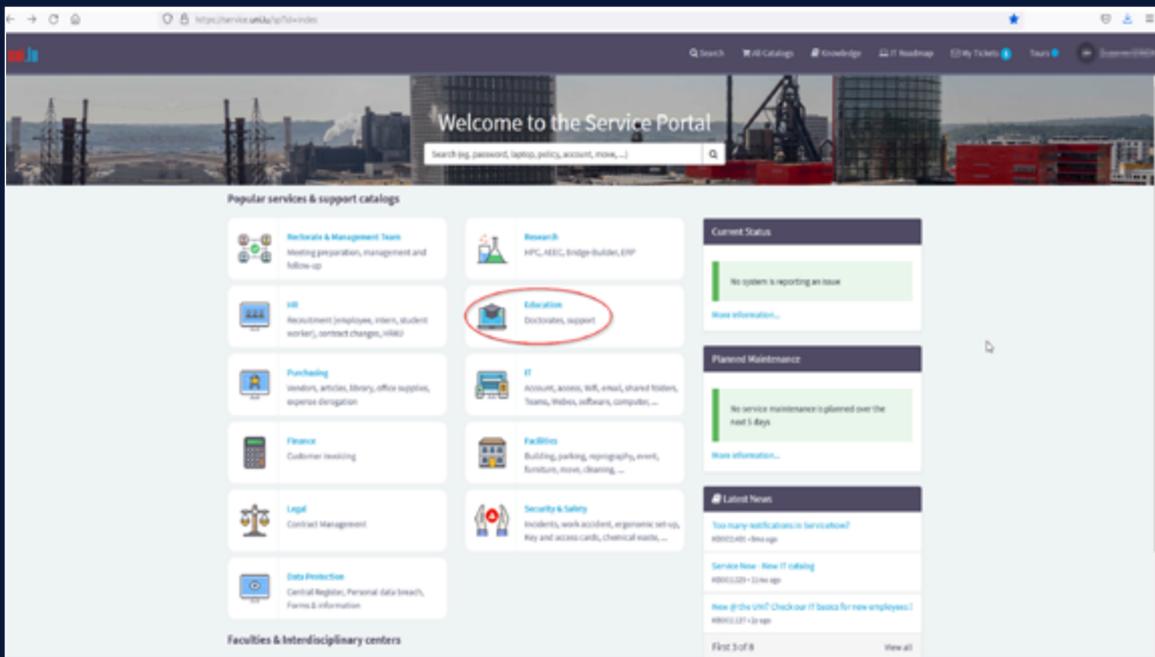
Good Scientific Practice: ✓

Request ECTS (+)

ECTS Requests

ECTS request	Activity type	Activity title	Location/Institution	Activity dates	Status	ECTS Awarded
ECTS00036	Lecture Series	Lecture: Regenerative Energien II - Bio...	Trier University	13 January 2022 - 15 February 2022 and 2...	Awaiting decision on parent request	
ECTS00045	Course / Training	Course on Presentation skills	University of Luxembourg	05-03-2022 - 03-03-2022	Awaiting EP Coordinator approval	
ECTS00075	Workshop	Workshop: Express your Research	Online	18.8.2021	Awarded	0,5
ECTS00090	Workshop	Workshop: "Veröffentlichung in Journals"	Online	22.03 and 23.03.2021	Awarded	2
ECTS00098	Course / Training	Good Scientific Practice	Online course - Hochschule Landshut	27-03-2021 - 29-03-2021	Awarded	0,5
ECTS00097	Course / Training	Good Scientific Practice	University of Luxembourg	17-03-2020 - 18-03-2020	Awarded	1
ECTS00086	Workshop	Workshop "Veröffentlichung in Journals"	TU Deggendorf, Germany	05.5.2019	Awarded	2
ECTS00085	Conference	CMF Konferenz: Short Presentation + Video...	Online	23-03-2021 - 24-03-2021	Awarded	1
ECTS00084	Poster presentation	Poster presentation at Tag der Forschung...	Online - Technische Hochschule Deggendorf...	11.3.2021	Awarded	0,5
ECTS00083	Paper publication	Publication: A Framework for regionalism...	ISLL Advances in Geosciences	10.12.2020	Awarded	0,5

Only for doctoral candidates with a UL Contract,
you can also enter the Portal via this link: <https://service.uni.lu/sp>



To request ECTS:

Summary dashboard for ECTS request:

- Total ECTS awarded: 25
- (Inter)disciplinary ECTS: 19
- Transferable Skills ECTS: 6
- Good Scientific Practice: [checkmark]
- Request ECTS (button circled in red)

Fill out the form:

ECTS Request - new record

ECTS request: [text input]

Date: [dropdown menu]

Doctoral candidate: [dropdown menu]

Parent request: [dropdown menu]

Activity type: [dropdown menu]

Detailed guidelines: [text input]

Activity title: [text input]

Category: [dropdown menu]

Type of date: [dropdown menu]

Activity start date: [calendar icon]

Activity end date: [calendar icon]

Location/institution: [text input]

Workload/duration

18 hours of course + preparatory work and video to be sent after the course to practice what was explained during the course

Description/content of training and personal effort

Importance of training/potential benefits for PhD research

Student personal reflection on training

* Description of documents attached/URL

Certificate of the course

Proposed ECTS

1

Save

You can attach documents to the file only after you saved your demand. You will see the attachment on the top of the page. Otherwise, just attach your documents (**only in Pdf format**) and submit your requests.

Notes

Activity

Attach documents

Add a comment

Post

Info

28-02-2022 15:48:27

ECTS000588 Created

Start

Cancel Save Submit Request

Total ECTS awarded **25**

(Inter)disciplinary ECTS **19**

Transferable Skills ECTS **6**

Good Scientific Practice **✓**

Request ECTS

ECTS Requests

ECTS request	Activity type	Activity title	Location/institution	Activity dates	State	ECTS Awarded
ECTS000588	Course / Training	Course on Presentation skills	University of Luxembourg	28-02-2022 - 01-03-2022	Draft	
ECTS000588	Lecture Series	Lecture: Regenerative Energien III - Bio...	Trier University	15 January 2022 - 15 February 2022 and 2...	Awaiting decision on parent request	
ECTS000588	Course / Training	Course on Presentation skills	University of Luxembourg	01-02-2022 - 03-02-2022	Awaiting DP Coordinator approval	
ECTS000070	Workshop	Workshop: Express your Research	Online	18.6.2021	Awarded	0,5

If the Status is:

- “Draft” you still need to submit it, so that it can be validated by your supervisor and the coordinator
- “Awaiting Supervisor/DS Admin/DP Coordinator” your demand still needs to be approved
- “Awarded” you can see the ECTS which have been awarded
- “Awaiting decision on parent request” the main demand needs to be validated, so that the other activities will also be considered
- “Awaiting USER info” more information is needed and the request must be resubmitted

9. Appendix 3 – Thesis formats

Doctoral Programme in Education

Generally, theses submitted in the Doctoral Programme in Education have the format of a cumulative thesis. The format of a monograph can be chosen in the discipline of Education if the CET recommends it. A cumulative thesis should consist of

- a) An introductory part (covering a general theoretical background)
- b) At least three (3) scientific publications and c) a conclusion (covering the general discussion)
- c) Introduction and conclusion should highlight the connection between the individual publications and show how, taken as a whole, they make a substantial contribution to research area. The scientific papers/chapters should be submitted to peer-reviewed journals, books or conference proceedings, be under review or be published.

Alternative forms of publications and output (e.g., manual for test administration, research report) can be considered, if deemed appropriate by the CET. For at least two (2) of the publications, the doctoral candidate should be the main contributor and first author. Multi-authorship is desired, single authorship is possible. **It is possible for one paper to be part of two different dissertations on the condition that a substantial contribution was brought in by both doctoral candidates.**

Doctoral Programme in Humanities

Theses submitted in the Doctoral Programme in Humanities have the format of a monograph. Exceptionally, the format of a cumulative thesis can be chosen in the Humanities if the CET recommends it. In this case, it is up to the CET to define the criteria.

Doctoral Programme in Psychology

Generally, theses submitted in the Doctoral Programme in Psychology have the format of a cumulative thesis. The format of a monograph can be chosen in the discipline of Psychology if the CET recommends it. A cumulative thesis should normally consist of

- a) An introductory part (covering a general theoretical background)
- b) At least three (3) scientific publications
- c) A conclusion (covering a general discussion)

Introduction and conclusion should highlight the connection between the individual publications and show how, taken as a whole, they make a substantial contribution to the literature in this research area. The scientific papers or chapters should be submitted to peer-reviewed journals, books or conference proceedings, be under review or be published.

Alternative forms of publications and output (e.g., manual for test administration) can be considered, if deemed appropriate by the CET. For at least two (2) of the publications/outputs the doctoral candidate should be the first author. **It is possible for one (1) publication/output to be part of two different dissertations on condition that a substantial contribution was brought in by both doctoral candidates (e.g., shared first authorship).**

Doctoral Programme in Social Sciences

Generally, theses submitted in the Doctoral Programme in Social Sciences can take the format of a monograph or a cumulative thesis. A cumulative thesis should consist of:

- a) An introductory part (covering a general theoretical background and the overarching research questions)
- b) At least three (3) scientific publications and
- c) A conclusion (synthesizing the main outcome of the Doctoral candidate research).

Introduction and conclusion should highlight the connection between the individual publications and show how, taken as a whole, they make a substantial contribution to research area. The scientific papers/chapters should be submitted to peer-reviewed journals, books or conference proceedings, be under review or be published. The CET expresses its preference for the most relevant forms of publications. For at least two (2) of the publications, the doctoral candidate should be the main contributor and first author.

The CET may encourage multi-authorship, but single authorship is desired for at least one publication. The CET may accept for one paper to be part of two different dissertations on condition that a substantial contribution was brought in by both doctoral candidates. The individual disciplines associated in the Social Sciences Programme may provide further guidance to the CET by defining additional criteria regarding status of publications, quality of outlets, or other.

10. Appendix 4 - DSHSS Funding policy

General Principles

The DSHSS aims to provide equal funding among Doctoral candidates employed on the core budget of the University and those financed by external funds (FNR: AFR, CORE, PRIDE; EU, etc.).

Funding is continually available to provide:

- **travel support for Doctoral students on structural posts**
- **logistic support for Doctoral Candidate defences**

In addition to this, the two following funding schemes are open to all Doctoral students of the DSHSS:

- **Research Support Grants**
- **Stays at UL Grants (not available in 2023)**

The volume of support available depends on the yearly budget. A call for both schemes will be published at least once a year.

The DSHSS does not cover the costs of CETs. The institutes to which the Doctoral candidates belong will cover the CET costs, and we encourage you to do as much as possible via Skype.

Travel Support

1,500€ per year is available for travel expenses necessary for research and thesis writing for each UL Doctoral candidate with a working contract at FHSE and who is either financed by internal funding (i.e., candidates on structural posts, on bridge funds or on IRPs) or whose external funding does not include travel costs (to be decided on a case-by-case basis by the Head and Vice-Head of Doctoral School).

Candidates can spend more than 1,500€ in any given year as long as the total expenditure during the course of studies is less than 6,000€.

Logistics Support for Thesis Defences

The DSHSS covers up to 1,000€ for travel expenses for the thesis jury (flights, hotel and refreshments). In accordance with the UL financial guidelines in place since 1 November 2018, the DSHSS may contribute up to a maximum of 170€ for light refreshments after the thesis defence; if a more expensive catering service is chosen the additional costs are not covered by the DSHSS.

Research Support Grants

Each (calendar) year, a part of the DSHSS budget is used to finance **Research support grants** (maximum amount per person: 3,000€) that are **open to all Doctoral students** at DSHSS on a **competitive basis**.

The purpose of this research aid is to support Doctoral students in practical ways. It particularly wants to enable Doctoral students to benefit from international supervision and teaching for the advancement of their research. Students are invited to suggest projects that are related to or make part of their dissertational work and are in need to be funded. Funding can be provided for:

- **Research travel**
- **Participation in summer schools or other academic courses at other institutions**
- **Travel to conferences**
- **Purchase of gift vouchers for participants in studies**
- **Student helpers (only if the work of the student helper does not affect the academic independence and quality of the dissertational work and if no funding for student helpers is available in the research team of the doctoral candidate)**
- **Other types of costs that need to be covered for the research project to be successful (decided on a case by case basis)**

Costs for books, proof reading and technical equipment are excluded. In the case of a co-tutelle travel to and from the Partner university, or to and from the University of Luxembourg is excluded.

The grants are awarded by an internal committee within the DSHSS, composed of the director and Vice-Director of the DSHSS, the Doctoral Programme Coordinators, and the representatives of C2DH. The selection of candidates is made according to the following criteria (among other possible aspects):

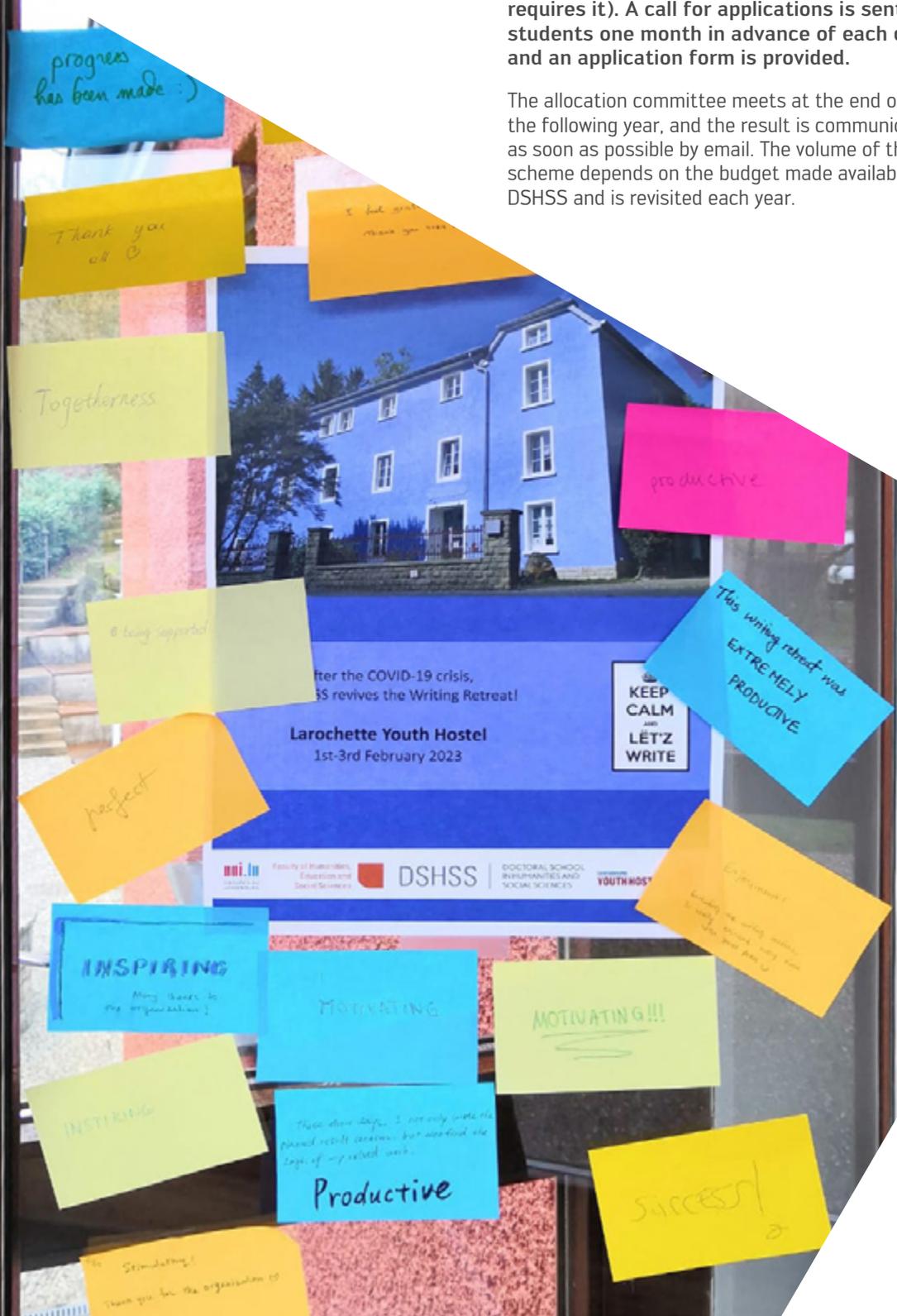
- Excellence of the proposed project (relevance to the thesis and to the field, feasibility)
- Progress in course work
- Progress of the dissertation project

A certain part of these funds is reserved for students who have no other funding opportunities. With regard to travelling costs, preference is given to students who do not (or no longer) dispose of (sufficient) travel funding.

The amount allocated has to be spent in the respective calendar year.

Application deadline is 31 December of each year (further dates can be announced if the situation requires it). A call for applications is sent to all students one month in advance of each deadline, and an application form is provided.

The allocation committee meets at the end of January of the following year, and the result is communicated to you as soon as possible by email. The volume of this funding scheme depends on the budget made available to the DSHSS and is revisited each year.



11. Appendix 5 – DSHSS Excellent Thesis Award policy

General Principles

You are eligible for the ETA if you have been pre-selected for the award by your Defence Committee after your defence. If you are selected, the Defence Committee designates one of its external members (who, in the case of a co-tutelle, must not be one of the supervisors) to write a letter of support.

The President of the Jury subsequently notifies the Doctoral School Office, the Head of Doctoral School, and the respective Doctoral Programme Coordinator of the decision to nominate the candidate for the ETA and indicates the external Jury member who should draw up the support letter. Only students for whom this support letter has been submitted to the Doctoral School Office within 30 days after the defence are eligible.

Members of the Committee

The selection of the awardees is made by a committee consisting of:

- The Head and Vice-Head of the DS
- All Doctoral Programme Coordinators of the DS
- One representative from C2DH nominated by C2DH
- One alumna/alumnus from each Doctoral Programme, nominated by the respective Doctoral Programme Coordinator

Fairness

To guarantee fairness of the selection of the awardees, every effort will be made to ensure that there are at least 2 independent reviewers per Programme on the Committee.

Documents needed

The decision is then made based on the following documentation:

- **The dissertation and, if applicable, other publications in the context of the dissertational work**
- **The thesis report**
- **A summary of the thesis to be submitted by a student**
- **The support letter by the external member of the Defence Committee**

Selection Criteria

The main criterion for selection is the academic excellence of the dissertational work. Excellence is measured with regards to:

- **The originality of results, the methods and/ or the presentation**
- **Their potential impact on further research**
- **The quality of publications in the context of the dissertational work (if applicable)**

Further criteria for the award are the clarity of the presentation of the results in the thesis by the candidate.

Results

The decisions of the Committee are documented by the Head or Vice-Head of the Doctoral School who also notifies the candidates about the results.

Appeal Process

No appeal process is foreseen.

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