



University of Luxembourg

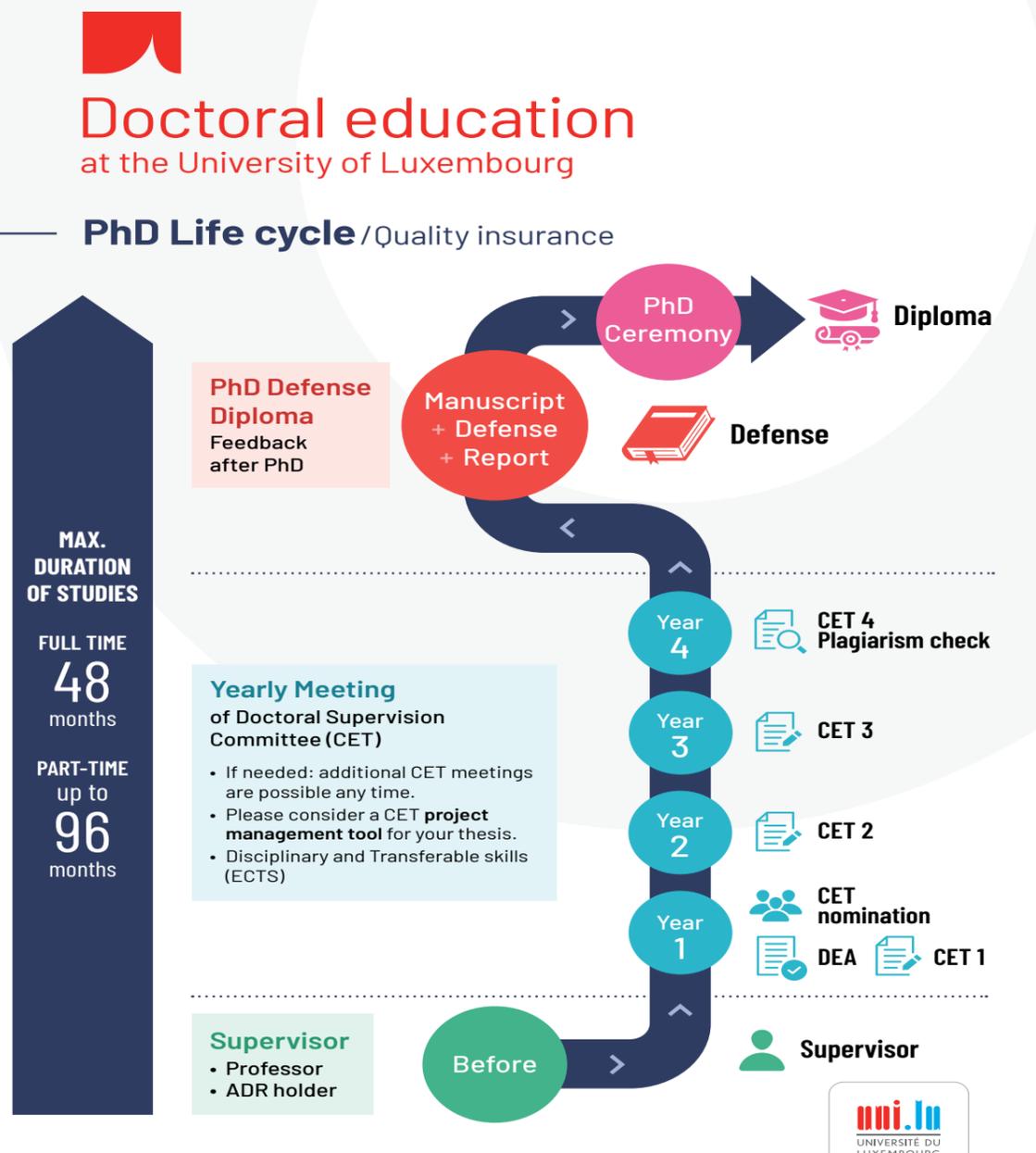
# PhD Welcome Pack

Version 2/2024



# 0. Doctoral Lifecycle

This chart outlines the key milestones and deadlines for students enrolled in a graduate program, spanning from the first to the fourth year of study.



## Contents

- 0. Doctoral Lifecycle.....2
- 1. Introduction by the Vice-Rector for Research.....6
- 2. Facts and figures.....7
- 3. Doctoral Schools.....8
  - 3.1. Why doctoral education?.....8
  - 3.2. Research and coursework.....8
  - 3.3. The Doctoral Schools at Uni.lu.....8
  - 3.4. Office of Doctoral Studies (Bureau des Etudes Doctorales – BED).....9
- 4. Thesis Supervision Committee (CET – comité d’encadrement de thèses).....10
  - 4.1. Composition.....10
  - 4.2. The role of the CET.....10
    - 4.2.1. Supervision and evaluation of the doctoral student through the Doctoral journey.....10
    - 4.2.2. Intermediary CET meetings.....11
    - 4.2.3. Evaluation of the thesis – Final CET.....11
    - 4.2.4. Composition of the Thesis Examination Board (Defence Jury).....12
- 5. Doctoral education agreement (DEA).....12
  - 5.1. What is a DEA?.....12
  - 5.2. Who needs to complete a DEA?.....12
  - 5.3. What is the procedure?.....13
  - 5.4. Research and Training Plan (RTP).....13
- 6. Doctoral courses and ETCS acquisition.....13
  - 6.1. ECTS acquisition courses.....13
    - 6.1.1. General information.....13
    - 6.1.2. How to request ECTS validation.....14
  - 6.2. Courses.....14
    - 6.2.1. Disciplinary/Interdisciplinary courses.....14
    - 6.2.2. Transferable skills courses.....14
    - 6.2.3. Ethics – Research Integrity courses and additional information.....14
  - 6.3. Other activities.....16
    - 6.3.1. Research stay.....16
    - 6.3.2. Publication – Disseminating your research findings (OPEN ACCESS).....16
    - 6.3.3. Presenting at conferences and/or workshops.....17
    - 6.3.4. Teaching.....17
    - 6.3.5. Outreach.....17
- 7. Defence process.....17
  - 7.1. Thesis format.....17
  - 7.2. Composition of the Thesis Examination Board (Defence Jury).....17
  - 7.3. Request for defence.....18
  - 7.4. Plagiarism and AI reports.....18
    - 7.4.1. Plagiarism.....18
    - 7.4.2. Artificial intelligence.....19
  - 7.5. Defence.....19
  - 7.6. Administrative steps.....20
  - 7.7. Excellent Thesis Award.....20

# Contents

- 78. Printing and binding.....20
- 79. Delivery of diplomas.....21
- 8. Cotutelles.....21
- 9. Contracts - Office access and Travel Support.....21
  - 9.1. Doctoral candidates with an employment contract at Uni.lu.....21
  - 9.2. Doctoral candidates without an employment contract at Uni.lu.....22
- 10. Managing challenges.....22
  - 10.1. Conflicts with your supervisor.....22
  - 10.2. Any other conflict within the team.....23
- 11. U Matter services – Support when it matters.....23
- 12. Become part of the alumni network.....23
- 13. Recognition of Master’s degrees.....23
- 14. Health insurance.....24
- 15. Student representatives.....25
- 16. PhD student associations.....25
- 17. Employability.....25
- 18. Contact details for Doctoral Schools.....26
- 19. Multilingualism policy - Uni.lu Language Centre/INL .....27
- 20. Your status during your doctoral studies at uni.lu.....28
- 21. Glossary.....29



# 1. Introduction by the Vice-Rector for Research



Dear Doctoral candidates,

I am thrilled to welcome you to the University of Luxembourg. This handbook provides the essential information you need to begin your journey with us and serves as a helpful guide throughout the doctoral education trajectory.

Doctoral research is a vital component of Luxembourg's research landscape and plays a key role in our partnerships with academic, industrial, and governmental entities. Currently, around 1,000 doctoral candidates are enrolled at the University of Luxembourg, contributing significantly to the university's output and reputation as a research-driven institution.

As you embark on this new chapter in your life, you may encounter novel challenges along the way. We aim to support you by offering useful information and services to ensure a smooth start and continuation of your doctoral studies. This new version of the PhD handbook includes important details regarding your path to obtaining a doctoral degree. Developed by the Office of Doctoral Studies and the Doctoral School administrators, this guide is a work in progress, continuously improved each semester, so please check for the [latest version](#) regularly and keep it handy. It is designed for both new and experienced doctoral candidates and is provided in a digital format to make it easier for you to consult and find new information.

We value your feedback, so feel free to reach out to [PhDstudies@uni.lu](mailto:PhDstudies@uni.lu) with suggestions, comments, or ideas on how we can further enhance this guide.

I wish you a successful and inspiring doctoral journey at our University.

Prof. Dr. Simone Niclou

Vice-Rector for Research

## 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 1,500 academic staff (including doctoral candidates, postdoctoral researchers, research associates and others) supporting 300 professors, assistant professors and lecturers in their teaching. It has close links with the European institutions, financial institutions and leading industry players.

[https://www.uni.lu/university/about\\_the\\_university/facts](https://www.uni.lu/university/about_the_university/facts)

May 2024

<h3>THE UNIVERSITY</h3> <ul style="list-style-type: none"> <li><b>2003</b> Foundation</li> <li><b>3</b> Faculties</li> <li><b>3</b> Campuses</li> <li><b>4</b> Interdisciplinary Centres</li> </ul>	<h3>RANKINGS</h3> <ul style="list-style-type: none"> <li><b>#20</b> in the THE (Times Higher Education) Young University Rankings 2024</li> <li>among the top <b>#250</b> best universities worldwide according to the THE World University Rankings 2024</li> <li><b>#4</b> worldwide for its international outlook according to the THE World University Rankings 2023</li> </ul>
<h3>OUR VISION AND MISSION</h3> <p><b>OUR VISION</b> A University for Luxembourg and the World</p> <p><b>OUR MISSION</b> To be a world-class research university focusing on:</p> <ul style="list-style-type: none"> <li>Cutting-edge Research</li> <li>High-quality Education</li> <li>Contribution to the social, cultural and economic development of the country</li> </ul>	<h3>TEACHING</h3> <ul style="list-style-type: none"> <li><b>47</b> Master's Degrees</li> <li><b>23</b> Bachelor's Degrees</li> <li><b>4</b> Doctoral Schools</li> <li><b>46</b> Bilingual Degrees</li> <li><b>15</b> Vocational Trainings</li> <li><b>4</b> Teaching Languages (French, German, English and Luxembourgish)</li> </ul>
<h3>OUR APPROACH</h3> <ul style="list-style-type: none"> <li>INTERNATIONAL</li> <li>MULTILINGUAL</li> <li>INTERDISCIPLINARY</li> <li>RESEARCH ORIENTED</li> </ul> <p>CLOSE TO EUROPEAN INSTITUTIONS, FINANCIAL INSTITUTIONS AND LEADING INDUSTRY PLAYERS</p>	<h3>OUR FOCUS AREAS</h3> <p><b>DIGITAL TRANSFORMATION</b> Trustworthy ICT   Cybersecurity   Digital humanities   Big Data of the past FinTech   Space technology and telecommunication   Data science</p> <p><b>MEDICINE AND HEALTH</b> Systems biomedicine   Neuroscience and oncology   Digital Health Social and economic aspects of health</p> <p><b>SUSTAINABLE AND SOCIETAL DEVELOPMENT</b> Sustainable finance and governance   Inequalities   Diversity and migration   Law and regulations   Educational research</p>
<h3>RESEARCH</h3> <ul style="list-style-type: none"> <li><b>2,583</b> Publications in 2023</li> <li><b>1,000+</b> Ongoing Projects</li> <li><b>197</b> Horizon projects accepted for H2020 and HEU<sup>1</sup></li> <li><b>12m€</b> For EU funding awarded in 2023</li> <li><b>124</b> FNR projects accepted in 2023</li> <li><b>39m€</b> For FNR<sup>2</sup> funding awarded in 2023</li> </ul>	<h3>PEOPLE</h3> <ul style="list-style-type: none"> <li><b>3,300+</b> Bachelor Students</li> <li><b>2,500</b> Staff</li> <li><b>1,900</b> Master Students</li> <li><b>300+</b> Professors</li> <li><b>1,000</b> Doctoral candidates</li> <li><b>1,600</b> Academic Staff</li> <li><b>17,000</b> Alumni (since 2003) thereof 1,500+ PhDs</li> <li><b>140</b> Nationalities</li> </ul>

<sup>1</sup>Total number granted until December 2023. Horizon Europe is the biggest EU Research and Innovation funding programme, with a 695.5 billion budget for the 2021-2027 period. It succeeds Horizon 2020, which ran from 2014 to 2020, with a budget of 680 billion.  
<sup>2</sup>The Luxembourg National Research Fund (FNR) is the main funding organism of research activities in Luxembourg.

## 3. Doctoral Schools

### 3.1. 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 Doctoral degrees are employed by the public and private sector alike for their analytical skills and their ability to conduct sound research independently and with integrity.

### 3.2. Research and coursework

As a doctoral student with us you will be engaged in two key areas of study:

**Research** – you will need to conduct research, whether archival, in the field, or in a laboratory. This research will culminate in the writing of a thesis, which you will defend at the conclusion of your studies. Your thesis will be either in the format of a monograph (a single, cohesive body of research on a specific topic) or a cumulative thesis (composed of a collection of related but independent articles that the author has published or submitted for publication). This needs to be discussed with your supervisor in accordance with your doctoral programme statutes.

**Course work** – in the course of your doctoral studies with us you are required to gain a minimum of 20 ECTS credits (under the European Credit Transfer and Accumulation System). 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. You can check your specific programme details by consulting this link: [Doctoral Schools and programmes](#) and selecting the relevant link.

Courses open to all doctoral candidates are also organised by the Transferable Skills team in the Office of Doctoral Studies. You can contact the team at [ts@uni.lu](mailto:ts@uni.lu) for more information.

### 3.3. The Doctoral Schools at Uni.lu

The University of Luxembourg has **four Doctoral Schools** comprising a diverse number of programmes:

[Doctoral School in Science and Engineering \(DSSE\)](#)

- [DP in Complex Systems Science](#)
- [DP in Computer Science and Computer Engineering](#)
- [DP in Engineering Sciences](#)
- [DP in Mathematics and Applications](#)
- [DP in Physics and Materials Science](#)
- [DP in Systems and Molecular Biomedicine](#)



[Doctoral School of Law \(DSL\)](#)

- [DP in Law](#)

[Doctoral School in Economics, Finance and Management \(DSEFM\)](#)

- [DP in Economics and Management Sciences](#)
- [DP in Finance](#)

[Doctoral School in Humanities and Social Sciences \(DSHSS\)](#)

- [DP in Education](#)
- [DP in Humanities](#)
- [DP in Psychology](#)
- [DP in Social Sciences](#)

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

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

The BED centralizes all procedures and communications related to doctoral education. These include amongst others: managing the admission of a doctoral candidate, enrolment of doctoral candidates, monitoring the timely delivery of CET reports, managing the authorisation of a defence.

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

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

The table below summarises the role of the BED at central level and the role of the administration at Doctoral School level:

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	<ul style="list-style-type: none"> <li>• Coordination of <a href="#">CET nomination</a> process</li> <li>• Coordination and monitoring of doctoral candidate's progress in compliance with the law and study regulations</li> <li>• Doctoral education agreement (DEA): coordination of the procedure</li> <li>• Organisation and provision of transferable skills offer</li> <li>• <a href="#">Management of joint supervision (cotutelle)</a></li> <li>• Contact point for specific requests (extensions, special leave, conflicts, etc.)</li> <li>• Database administration and data input</li> </ul>	<ul style="list-style-type: none"> <li>• Validation of CET nominations</li> <li>• Organisation of training courses (disciplinary, interdisciplinary and complementary transferable skills) and other DS events</li> <li>• Validation and registration of ECTS</li> <li>• Validation of the DEA</li> <li>• Individual support and advice regarding study progress, including management of specific cases</li> <li>• Organisation of individual DS scholarships, travel funding, etc.</li> <li>• Database monitoring and use</li> </ul>
Defence	<ul style="list-style-type: none"> <li>• Coordination of defence authorisation</li> <li>• Monitoring of Thesis Committee nomination process</li> <li>• Receipt of Thesis Report</li> <li>• Monitoring of final administrative steps</li> </ul>	<ul style="list-style-type: none"> <li>• Support for Thesis Committee nomination process</li> <li>• Organisation of defence</li> </ul>
Graduation	<ul style="list-style-type: none"> <li>• Preparation, organisation and monitoring of graduation and diplomas</li> </ul>	<ul style="list-style-type: none"> <li>• Support for graduation proceedings</li> </ul>

## 4. Thesis Supervision Committee (CET – comité d'encadrement de thèses)

### 4.1. Composition

The Thesis Supervision Committee (CET) accompanies you for the entire duration of your doctoral cycle at the University of Luxembourg, monitoring your progress and advising you on the key stages of your development to ensure the successful outcome of your studies at Uni.lu. The CET composition must be agreed and formally validated **within two months** from the beginning of your studies. Your supervisor initiates this process via an electronic platform, but you should be informed about the suggested members.

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

1. The thesis supervisor, who is an academic researcher with an ADR („Autorisation à Diriger des Recherches“ i.e. „supervision rights“);
2. At least one member must hold an employment contract with the UL for the duration of the candidate's doctoral studies and have an ADR, or is an affiliated professor at the UL;
3. The CET can include a maximum of one member (external or internal to the UL) without supervision rights (ADR). Such members should not be direct subordinates of any other committee member.

Other scenarios include:

- If you are employed in a project in partnership with a **private or public entity**, an observer may be invited to the CET meetings in an advisory capacity. They will not have any signatory rights.
- If your doctoral studies are being **jointly supervised** by a partner institution (known in French as co-tutelle) you will have one supervisor from each institution, increasing the number of CET members to four.
- 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](#)).

### 4.2. 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/researcher /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.

#### 4.2.1. Supervision and evaluation of the doctoral student throughout the Doctoral 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 one and a half and two hours. You can find more information on the planned dates of your CET meetings on your [PhD portal](#);
2. You will always take part in these meetings, which can be held in person or online;
3. During the meetings, you will be asked to present your work, focusing specifically on the findings and outcomes of your research. As one or more 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. The presentation section of the annual compulsory CET meeting may be open to the public. If held on camera it has to be agreed by all parties and be mentioned in the CET report. All CET members and yourself, must attend these meetings.
5. 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.
6. 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.

7. The CET evaluates your progress and decides whether you should pursue your doctoral work. This is an integral and important part of the CET 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”. **Note:** For doctoral candidates with an employment contract at UL or at any Luxembourg research institute, the employment contract will be terminated at the same time.
8. The opportunity to terminate the thesis work 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 at the same time;
9. 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 actions, as necessary. Note that for cumulative thesis, you always need to refer to the specific rules of your doctoral programme.
10. After each CET meeting, a CET report is prepared. It is the task of the supervisor to write the report and upload it on the online database (Service Now). The report must be approved by all the CET members. You, the doctoral candidate, will acknowledge receipt. The report should cover the following points:
  - Research project
  - Training
  - Dissemination activities
  - Strengths and weaknesses, suggested improvements
  - Use of AI and AI tools and justification
  - Overall assessment and decision

#### 4.2.2. Intermediary CET meetings

The predefined CET calendar which you see on your PhD Portal is a standard case. Additional CET meetings – so called Intermediary CETs – can be requested any time, either by yourself or by your supervisor:

- In case you need to request a suspension of studies (due to reasons laid out in the study regulations, art. 20: sickness, maternity/parental leave, etc.), an intermediary CET needs to be held to approve the request or validate the period of absence after the leave.
- In case you or your supervisor see the need for closer guidance, and shorter intervals (i.e. to provide intermediate research results, confirm new directions of your research, validate important milestones, etc.), intermediary CETs can be a good tool to provide more structure.

These additional CET meetings need to be requested via email ([PhDstudies@uni.lu](mailto:PhDstudies@uni.lu)) and will be programmed manually by the BED.

#### 4.2.3. Evaluation of the thesis – Final CET

1. For non-EU candidates, it is recommended that the third CET meeting be held **after 31 months** from the original start date to allow you enough time to extend your employment contract and residence permit if necessary. For EU candidates, it should be held **after 34 months**.
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. Once you have written a preliminary final version of the thesis, the CET will evaluate the thesis and the plagiarism and determine whether the thesis meets the required standards for defence, i.e. whether it contains sufficient new academic/research/scientific results and is written in a sufficiently clear manner.
3. 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.
4. 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.
5. 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.

**The final version of the thesis (100%) must be submitted to the BED, at the latest 48 months from the original start of the studies (for full time PhDs).**

#### 4.2.4. Composition of the Thesis Examination Board (Defence Jury)

The Thesis examination board (Defence Jury) consists of five members, according to these conditions (Law, art. 37, and study regulations, art. 51):

- Each jury member must hold a PhD/doctoral degree.
- At least one must be a professor from the UL (full, associated, assistant; but not an affiliated professor).
- The Chairperson must be a UL professor (including Affiliated Professors; if an affiliated professor is the Chairperson, there must be in addition another member who is UL professor). Exceptions apply for cotutelles, when the defence takes place at the partner university: the Chairperson does not have to be a UL professor.
- The Chairperson is included in the maximum number of jury members.
- A minimum of two members are external to the UL.
- Additionally, two „experts without voting rights“ can be nominated. They will not be listed as Jury members and will not sign any documents.
- In case of a cotutelle, up to six jury members are allowed to ensure equal distribution between both institutions (as per study regulations, article 56).
- CET members have the option to be members of the defence jury, but it is not mandatory.
- The supervisor is usually a member of the jury, but this is not a legal requirement. In the case of a cotutelle arrangement, it is sometimes necessary to adapt.

## 5. 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 within your first six months at Uni.lu (and no later) with the support of your supervisor. This is obligatory according to the study regulations (art. 47).

### 5.1. What is a DEA?

The DEA provides a framework for enrolment in the doctoral programmes at the University of Luxembourg. It is drawn up in accordance with the University Act, the Internal Regulations (Règlement d'Ordre Intérieur), and the Study Regulations (Règlement des Études). The objectives of the DEA are to describe and regulate the rights and obligations of the doctoral candidate and the (co-)supervisor(s).

The DEA is key and should be drawn up no more than six months after the start of studies (Study Regulations, art. 47). It helps you by giving you some structure and assistance in your life as a doctoral student at Uni.lu. The DEA is an important document ensuring the transparency and quality of doctoral education at Uni.lu.

The DEA contains a variety of sections, including information on the duration of your studies, the employment situation, your role and your supervisor's role, data protection and intellectual property rights, what to do in case of difficult situations, etc.

### 5.2. Who needs to complete a DEA?

The DEA is compulsory for all doctoral candidates enrolled **from 1 August 2020**, and it must be completed and signed by the parties (doctoral candidate, (co-)supervisor(s), Doctoral Programme Director).



## 5.3. What is the procedure?

- Once the doctoral candidate is fully registered and marked as enrolled, a draft DEA is automatically generated and visible on the PhD Portal (or for the supervisor: in the documents section of the individual record). The supervisors will see an additional box on their supervisor dashboard with a list of pending DEAs.
- The doctoral candidate and supervisor(s) can start to work on this editable word document. The main sections are prefilled with the information already available in the system (e.g. name of the candidate, supervisor, doctoral programme director, study period, discipline of the diploma, etc.).
- Further information on how to complete the DEA is available in an [article in the Knowledge base](#), accessible to doctoral candidates and supervisors.
- Reminders will be sent monthly to the doctoral candidate, until the DEA is completed. If the DEA is overdue, reminders will be sent to the doctoral candidate and the supervisor. In case the DEA is overdue at the time of re-enrolment, re-enrolment will be blocked.
- Once the DEA has been completed, signed, and validated by the Office of Doctoral Studies (BED) and/or Doctoral School, the doctoral candidates will see the final document in their PhD Portal. If you need more information, please contact your supervisor, your Doctoral School secretariat or ([phdstudies@uni.lu](mailto:phdstudies@uni.lu)).

**Remember:** the CET must be set up no more than two months after the beginning of your studies.

## 5.4. Research and Training Plan (RTP)

The Research and Training Plan (RTP) is an annex to the DEA. It lists the training components and corresponding ECTS, as well as any additional requirements the doctoral candidate needs to fulfil (either research or training components) depending on the doctoral programme. The RTP should be drawn up by the doctoral candidate and the (co-)supervisor(s) no more than six months after candidate's enrolment on the doctoral programme. It should be updated each year following the candidate's annual Thesis Supervision Committee (CET) meeting.

Updates and amendments to the RTP are proposed by the Thesis Supervision Committee and the doctoral candidate following the committee meeting. In your presentation to the Thesis Supervision Committee, you should report on the status of your research and your future research plan and outline completed and planned training courses.

At the final meeting, the Thesis Supervision Committee confirms that all the ECTS and training requirements (as listed in the RTP) have been completed. This condition must be fulfilled in order for you to gain the authorisation to defend the thesis.

## 6. Doctoral courses and ECTS acquisition

### 6.1. ECTS acquisition courses

#### 6.1.1. General information

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, with a minimum of 5 ECTS in Transferable skills courses and a compulsory course on Ethics. Each credit corresponds to 25 hours of work. Study time can include participation in or presentations at conferences, publications, winter and summer schools, specific Doctoral School courses, etc. Doctoral Programmes may have additional mandatory courses, review the Doctoral Programme Statutes for more information.

In addition, 15 credits must be obtained in discipline-specific and/or interdisciplinary subjects or even further 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 RTP. Please note that only activities you have undertaken during your doctoral studies at Uni.lu count towards your credits. This means that anything you have undertaken before the start date of your studies with us cannot be credit-bearing.

You will be able to monitor the ECTS you have acquired, submit ECTS requests and check whether they have been approved by accessing your [PhD portal](#).

### 6.1.2. How to request ECTS validation

1. If Courses are organised by the University of Luxembourg (Central Administration transferable skills team, Doctoral Schools, doctoral Programmes, Language Centre, Science Communication, ...)  
=> you do not need to do anything. ECTS will be registered automatically for you at the end of the course and once you have fulfilled all the necessary requirements.
2. Other activities or Courses/seminars/workshops/Summer-Winter schools at another institution:  
=> please refer to your programme rules and awarding process: [Moodle: All courses \(uni.lu\)](#)  
=> register your request on your [PhD portal](#).

## 6.2. Courses

### 6.2.1. Disciplinary/Interdisciplinary courses

Each programme develops a series of disciplinary/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 disciplinary/interdisciplinary in nature, they can also sometimes be open to candidates from other programmes (in specific conditions).

The Doctoral Schools/Programmes course offer can be found on the [Moodle](#) pages.

Doctoral candidates are also free to follow disciplinary/interdisciplinary courses elsewhere (at private institutions 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).

### 6.2.2. Transferable skills courses

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.

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 (available in the moodle page of the current semester) 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 and/or the Doctoral Programmes. 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 institutions 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 and LNS.

### 6.2.3. Ethics – Research Integrity courses and additional information

#### Ethics and Research Integrity courses

During your doctoral studies, you are required to take at least one course in 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. The TS-BED team offers E-learning courses. 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](mailto:ts@uni.lu).

#### Additional information on ethics and research integrity

All doctoral candidates involved in conducting research at or for the University of Luxembourg (Uni.lu) need to ensure that research complies with the Uni.lu procedures and all the 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.

For any information on ERP's and other aspects of research integrity, you can consult the website [Ethics and Integrity - University of Luxembourg | Uni.lu](#).

Contact for the Animal Experimentation Ethics Committee: [aeec@uni.lu](mailto:aeec@uni.lu)

More information is available on Moodle or via your Doctoral School Administrators team.

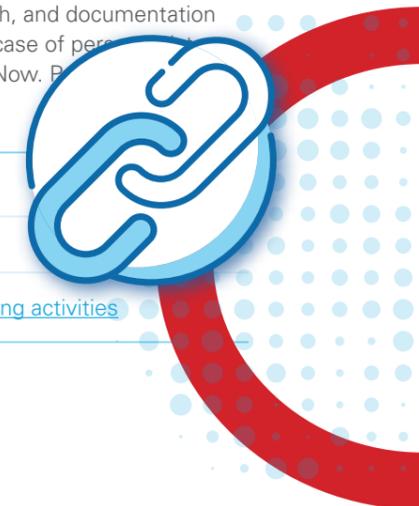
#### Additional information on data protection

All Doctoral students have a fundamental obligation to protect personal data and to comply with the Data Protection Policy in the performance of their tasks. In case the research project uses personal data, researchers need to comply with Uni.lu policy based on the 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 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) are to be filled in case of personal data processing in surveys, interviews, etc. The RPA application needs to be filled and submitted on ServiceNow. Processing requiring any kind of personal or sensitive data processes need to be declared.

General information:	<a href="#">Data Protection Policy</a>
Project registration:	<a href="#">Uni.lu Service Portal</a>
Guidelines:	<a href="#">GDPR step-by-step applicant journey for registered processing activities</a>



## 6.3. Other activities

### 6.3.1. 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 Luxembourg residence permit rights for Luxembourg are not lost.

If you would like to complete a research stay at a research institute or university, you will need to provide the BED and HR ([hr4u@uni.lu](mailto:hr4u@uni.lu)) in case of employment contract with Uni.lu) with the following details:

- 
- ▶ Name of the institute/university

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  - ▶ Length of the stay

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  - ▶ Type of funding that will cover the costs

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

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

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

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A research stay is part of your study period and cannot justify a study suspension/prolongation. **You should also check with the administrators of your doctoral programme whether the stay may lead to the award of any ECTS.**

### 6.3.2. Publication – Disseminating your research findings (OPEN ACCESS)

During your time at Uni.lu, you will author articles, possibly file patents, and draft reports for partners and associates 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, even after they have left the University. It is important to determine which journals are considered most suitable and reputable in your field, in agreement with your thesis supervisor.

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).

**You should also check with the administrators of your doctoral programme whether this activity may lead to the awarding of any ECTS.**

#### Open access

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.

Open access funding from external sources should be actively sought.

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

If you wish to apply for funding for open access publications, please refer to the individual Doctoral School policies. We encourage you to attend a workshop on Open Access and you can already find information on our University platform ORBillu here.

The Luxembourg Learning Centre also provides information on Open Access at this [link](#)

### 6.3.3. 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.

**You should also check with the administrators of your doctoral programme whether this activity may lead to the awarding of any ECTS.**

### 6.3.4. Teaching

Every doctoral candidate affiliated with the UL and or with a Luxembourgish Research Institution should contribute to the teaching activities in bachelor and master programmes.

For further information, please check your doctoral programme requirements and check with your supervisor.

**You should also check with the administrators of your doctoral programme whether this activity may lead to the awarding of any ECTS.**

### 6.3.5. Outreach

To be awarded ECTS under the outreach category, the activity needs to have some form of educational impact.

ECTS are awarded 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 Director. Example of outreach activities include:

- Voluntary mentoring in schools
- Charity activities related to the discipline
- Other educational activities, for example use of science communication skills

To receive credits, you must:

- Be involved in the preparation of the outreach activity
- Be involved in the implementation of the outreach activity

**You should also check with the administrators of your doctoral programme whether the type of activity you are undertaking may lead to the award of any ECTS.**

## 7. Defence process

### 7.1. Thesis format

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 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.

### 7.2. Composition of the Thesis Examination Board (Defence Jury)

The Thesis examination board (Defence Jury) consists of five members, according to these conditions (Law, art. 37, and study regulations, art. 51):

- Each jury member must hold a PhD/doctoral degree.
- At least one must be a professor from the UL (full, associated, assistant; but not an affiliated professor).
- The Chairperson must be a UL professor (including Affiliated Professors; if an affiliated professor is the Chairperson, there must be in addition another member who is UL



professor). Exceptions apply for cotutelles, when the defence takes place at the partner university: the Chairperson does not have to be a UL professor.

- The Chairperson is included in the maximum number of jury members.
- A minimum of two members are external to the UL.
- Additionally, two „experts without voting rights“ can be nominated. They will not be listed as Jury members and will not sign any documents.
- In case of a cotutelle, up to six jury members are allowed to ensure equal distribution between both institutions (as per study regulations, article 56).
- CET members have the option to be members of the defence jury, but it is not mandatory.
- The supervisor is usually a member of the jury, but this is not a legal requirement. In the case of a cotutelle arrangement, it is sometimes necessary to adapt.

## 7.3. Request for defence

For full-time doctoral candidates, the thesis defence must take place after at least 36 months from the original start date but not beyond 52 months. For part-time candidates it must take place after 36 months from the original start date but not beyond 100 months. The thesis (100% version) 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. The 90% version means you still need to tweak some parts but have basically finished the core thesis and do not need to do any substantive work on it. The authorisation for defence should only be requested from the Vice-rector if the CET members are sure that you are ready for the defence.

- ▶ At this meeting, the CET 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 to it.
- ▶ If the CET approves your research material you will be given permission 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 ideally needs to receive the full CET report two months prior to the defence date (and no later than the end of the study period). Your supervisor will initiate the process/validation workflow, and you will see and acknowledge the report, before it is sent for validation to the Vice-rector.
- ▶ The BED will send out letters of invitation to all members of the Defence Jury once the defence has been authorised by the Vice-Rector, and the final thesis has been submitted (at the latest on the last day of the 48 months).
- ▶ 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.

## 7.4. Plagiarism and AI reports

### 7.4.1. 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 of plagiarism may be high. However, in such case, the CET and the supervisor confirm whether they find the final check % acceptable.

Evidence of plagiarism may result in the student being excluded from Uni.lu or in the postponement of the thesis defence authorisation.

### How to proceed with the plagiarism check

The University of Luxembourg provides you with a tool called **iThenticate**. This tool allows 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 confirm 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.

**You need to request your credentials for iThenticate from the Office of Doctoral Studies (BED) – [phdstudies@uni.lu](mailto:phdstudies@uni.lu)**

General information: [Plagiarism - Luxembourg Learning Centre \(LLC\)](#)

### 7.4.2. Artificial intelligence (AI)

Given the rapid developments in the use of Artificial Intelligence, the University is currently drafting guidelines for doctoral candidates which will be published in early 2025 (although some doctoral schools already have guidelines, so check with your DS administrator).

In principle, for now, we would advise you to discuss potential uses of AI with your supervisor and to document this in a section of the DEA. Once you have started your research work, keep track of the uses of AI and ensure you document them in the presentation to your CET. Be ready to justify their use and ensure it does not compromise the integrity of your work.

So you are aware, these are the main principles underpinning the guidelines which the university is working on:

- **Honesty:** AI tools should be incorporated into the doctoral syllabus and communicated by supervisors within the Doctoral Programme context in a dynamic and agile approach that is constructive and forward-looking as well as responsive to the rapidly evolving landscape.
- **Reliability:** Academic work produced using generative AI must adhere to the university's standards on academic integrity. It should ensure that the research quality is maintained through the use of proper design, methodology and use of resources. It should also be free from bias and inaccuracies.
- **Equal Access:** Upward and downward communication channels should be established to ensure all stakeholders can contribute equally to the discussion throughout the research workflow on Generative AI tools.
- **Accountability:** Proper attribution and acknowledgment are mandatory when generative AI is utilized in content creation. Generative AI must be employed ethically, respecting human rights, privacy, and societal values. Any malicious use, including plagiarism, deception, or the creation of harmful content, is strictly prohibited.
- **Respect:** for other people's work, including colleagues, research participants, research subjects and the wider society is expected at all times. The proper management of information, respect for privacy, confidentiality and intellectual property rights should be at the forefront of the researcher's approach to using AI.
- **Protection of data:** Sensitive or confidential information should not be used without proper authorization. Researchers should remain mindful that any uploaded input could be used for other purposes. This includes using AI for peer reviews, evaluation of research proposals, unpublished work, third party data, industrial partnership information, participant details. You should always check who is managing the tool, where the tool is running and the consequences for any data uploaded. As far as possible, engage with the authorised uses of AI at the UL, including for example Microsoft Co-pilot accessible with your Uni.lu account.
- **Continuous development:** Supervisors and supervisees should endeavour to learn how to use Generative AI tools properly and attend any internal courses to stay up to date on research best practices and ethical behaviour in this area. This is also important for maintaining the reputation of our university as a research institution.

## 7.5. Defence

The defence is public unless specifically authorised by the VRR (Vice-rector for research) to be held behind closed doors.

Please note that the guidelines below are only a suggestion. Differences may apply in the different Doctoral schools, and particularly for cotutelle studies.

You will present your work for approximately 45 minutes and a Q&A session will then ensue with the Defence Jury members. It is customary practice to let the external members start the Q&A session. Each jury member will present their comments and questions for approximately 10-15 minutes.

The presentation should be broadly accessible to a wider audience, providing general insights with some references to more technical aspects. These technical details will be explored in depth during the Q&A session.

## 7.6. Administrative steps

At the end of the defence, the jury meets in private to decide on two things:

- ▶ whether to award the doctorate, and if yes,
- ▶ whether to allow the publication of your thesis with or without corrections.

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 with input from the other jury members. The reports are sent to the BED within 30 days of the defence.

If the jury has requested modifications, these must be clearly communicated to you. You need to complete the modifications in the three months following the receipt of the report/instructions (normally this should happen directly after the defence or shortly afterwards). You must send the modified version to the jury president who will then review and confirm completeness to you and the BED.

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

If modifications have been required during the defence, the BED will not proceed with the final administrative steps until the jury president gives the final approval on the modified version. These modifications need to be performed within 3 months after the defence and sent to the president of the jury.

Upon receipt of the defence reports (and in case of modifications: the final confirmation of the jury president), the Office of Doctoral Studies instructs you on the **final administrative steps** you 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.

## 7.7. Excellent Thesis Award

The objective of the Excellent Thesis Award (ETA) is to recognize the top 10% of theses within each Doctoral Programme/Doctoral School that stand out for their innovative nature, the impact of their results, and the excellence of their writing. This award is honorary and does not include a monetary prize.

Each Doctoral School has their own selection process. To find out about it, please contact your specific admin team.

## 7.8. 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](#)). You will need to go to the Service Portal and select Facilities > Reprography.

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

## 7.9. Delivery of diplomas

Provided that you have completed the final administrative procedures:

- 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.

If you cannot attend the graduation ceremony, your diploma will be sent to you upon request.

## 8. Cotutelles

Upon the admission process, your supervisor can request a joint supervision (cotutelle) with another university. A cotutelle agreement will be signed during the first year of your studies, according to article 56 of the study regulations.

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 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 nomination of the CET and the defence jury follow the same procedures as for other doctoral projects. The Jury 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 at least two members from outside these institutions. The total number of Jury members may not exceed six.

The thesis is defended once, following the same rules as other defences, unless specified in the agreement. After the thesis defence, the contracting institutions may issue the doctoral candidate with one of the following:

- ▶ a doctoral degree which they confer jointly.
- ▶ a doctoral degree awarded simultaneously by each institution. The doctoral diploma(s) must mention the international cotutelle.

Please note that a cotutelle might be a complex set-up, requiring special travel, tax and social security arrangement.

The BED and Doctoral Schools can provide advice and can explain the advantages of alternative mobility models (i.e. research stays) which are less complicated.

## 9. Contracts - Office access and Travel Support

### 9.1. Doctoral candidates with an employment contract at Uni.lu

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 use this funding at [Lignes directrices financières Financial Guidelines 2018 11 01 EN](#), and refer to your Doctoral School administrator for guidance on local policies.



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.

## 9.2. Doctoral candidates without an employment contract at Uni.lu

There are two main groups of doctoral candidates without a Uni.lu contract:

- ▶ 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 UL/ LI)
- Self-funded doctoral candidates with no employment contract or a grant
- Doctoral candidates under a joint supervision scheme (cotutelle) with an employment contract at the partner university

Although all doctoral candidates are considered 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.. They also do not receive a computer from Uni.lu.

However all doctoral candidates (students) now benefit from a [1TB OneDrive cloud storage service](#) which enables you to store your study-related files in the cloud, allowing you to access them from anywhere in the world.

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.

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.

# 10. Managing challenges

## 10.1. 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, currently Brent Epperson, [brent.epperson@uni.lu](mailto:brent.epperson@uni.lu).
4. At any stage, you can of course contact the Office of Doctoral Studies for guidance.

**Note:** The DSSE and the DSHSS now both have Go-to-Team officers within the Faculty, who operate under strict confidentiality, and who can be contacted anonymously if any doctoral candidate or supervisor wants to share their concerns freely and without concerns. More information on this can be obtained from your respective administrators. In future, there will be a website link you can refer to.

The Ombudsman can support 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.

## 10.2. Any other conflict within the team

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

# 11. U Matter services – Support when it matters

At the University of Luxembourg, we understand that well-being is fundamental to student success, personal growth and academic achievements. That is why we have established U Matter, a comprehensive support network designed to provide assistance, guidance and resources to help you navigate the challenges and triumphs of your academic journey.

U Matter is committed to fostering a caring, supportive and inclusive campus environment that prioritises physical, mental and emotional wellbeing. We are here to ensure that you have the tools and support you need to flourish.

Our services include mental and well-being support, hardship assistance, inclusion and support, disability support, refugee student support, and much more.

Contact us: [UMatter@uni.lu](mailto:UMatter@uni.lu)

# 12. Become part of the alumni network

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](#).

Do not forget to register for the Alumni Network on the University Alumni platform. See this link for more details: [Welcome to the Uni.lu Alumni Network!](#)

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.



## 13. 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.

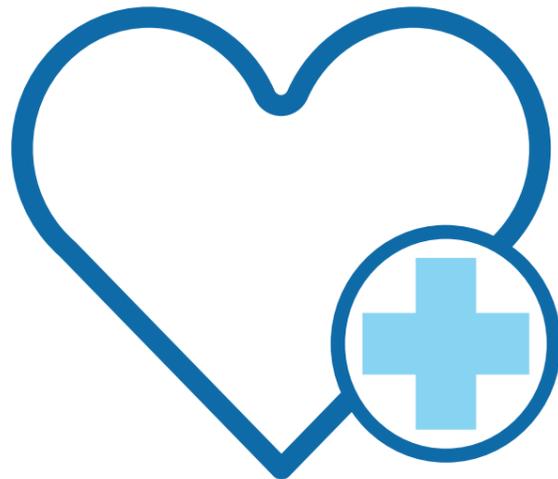
<https://guichet.public.lu/en/citoyens/famille-education/etudes-superieures/reconnaissance-diplomes/inscription-registres.html>

## 14. 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.



## 15. Student 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](mailto:student.delegation@uni.lu)

Representatives are elected within each Faculty/Doctoral School.

## 16. PhD student association

Refer to the web page to learn how they can help you and how you can join them.

Further associations exist within the Doctoral Schools and Faculties:

[https://www.en.uni.lu/students/student\\_participation/student\\_associations\\_clubs\\_and\\_partners](https://www.en.uni.lu/students/student_participation/student_associations_clubs_and_partners)

LuxDoc: <https://luxdoc.uni.lu/>  
(PhD candidates and early career researchers; Uni.lu and others)

## 17. 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://www.en.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](https://www.uni.lu)



[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 doctoral candidates to gain entrepreneurial skills: Introduction to Entrepreneurship and International Summer School. The first course is mainly for the 1st and 2nd year doctoral students while 3rd year doctoral 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.

## 18. 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](mailto:Dshss@uni.lu)  
<https://www.uni.lu/research-en/doctoral-education/dshss/>

### Doctoral School in Science and Engineering (DSSE)

[Dsse\\_administration@uni.lu](mailto:Dsse_administration@uni.lu)  
<https://www.uni.lu/research-en/doctoral-education/dsse/>

### Doctoral School in Economics, Finance and Management (DSEFM)

[Dsefm@uni.lu](mailto:Dsefm@uni.lu)  
<https://www.uni.lu/research-en/doctoral-education/dsefm/>

### Doctoral School of Law (DSL)

[fdef-dsl@uni.lu](mailto:fdef-dsl@uni.lu)  
<https://www.uni.lu/research-en/doctoral-education/dsl/>



## 19. 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).

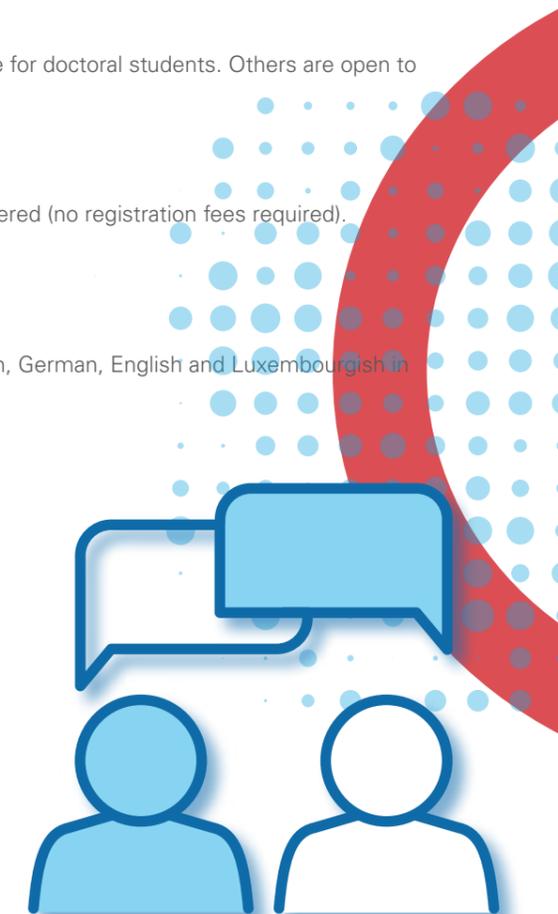
**For more information:** [languagecentre.uni.lu](https://languagecentre.uni.lu) // [languagecentre@uni.lu](mailto:languagecentre@uni.lu) // (+352) 46 66 44 9269

### Institut national des langues

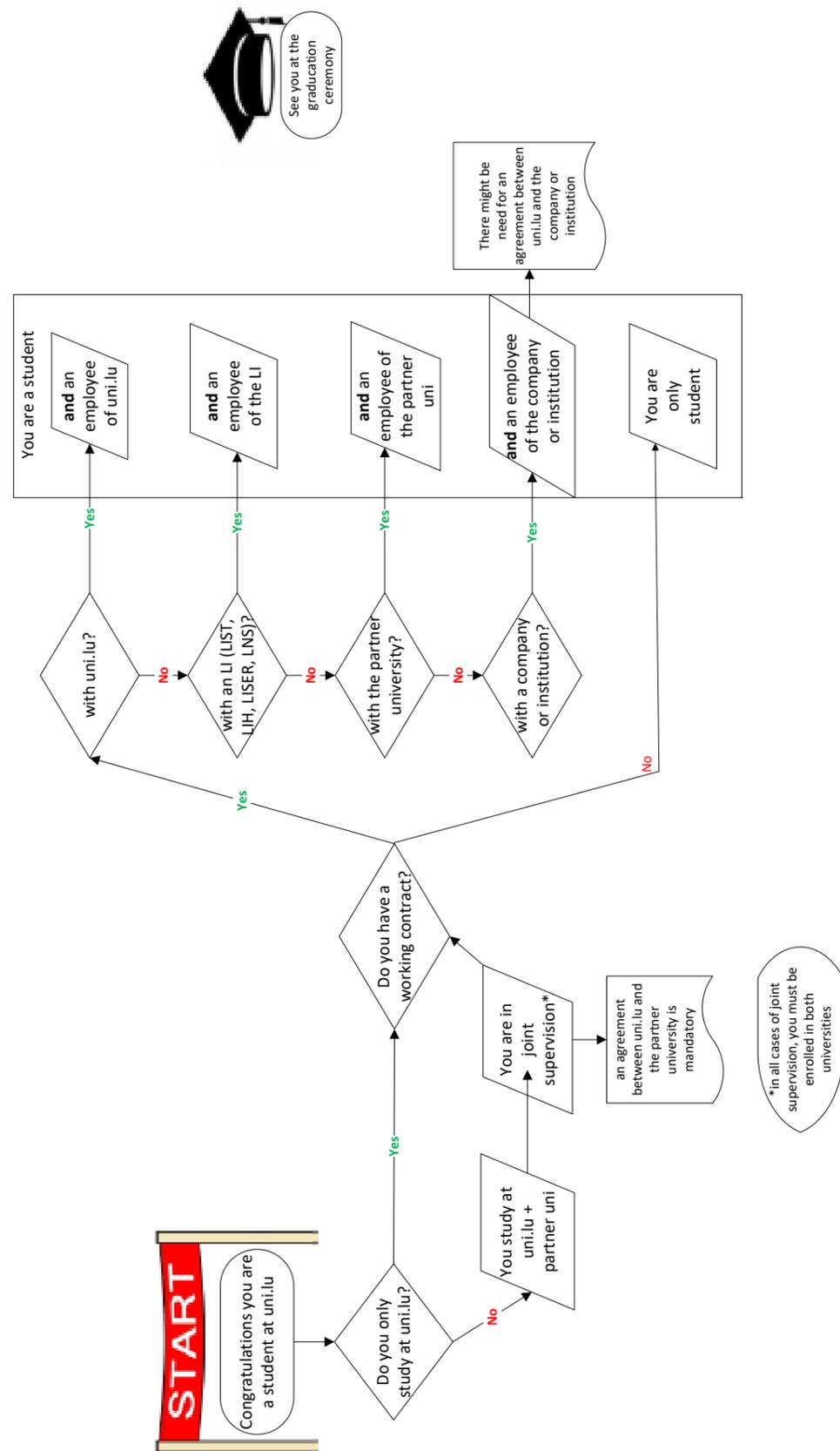
The Institut national des langues (INL) offers general language classes in French, German, English and Luxembourgish in Belval, Luxembourg City and Mersch.

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/>



## 20. Your status during your doctoral studies at uni.lu



## 21. 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
Orbilu	Uni.lu Open Repository and Bibliography
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

