

# Faculty Addendum to the Doctoral Regulations

(Approved by the Faculty Board of the Faculty Business Economics on 26.01.2026)

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This addendum is added to the doctoral regulations of Hasselt University. In accordance with Article 28 of the doctoral regulations, in case of contradiction, this addendum is subordinate to the doctoral regulations, with the understanding that the faculty can tighten but not relax the doctoral regulations. The addendum covers all doctoral degrees over which the faculty has jurisdiction. This faculty addendum specifies agreements within the Faculty of Business Economics.

## Article 0 - Definitions

Research Council BEW: In accordance with art.181 - RAS, the Faculty Board, on the advice of the Dean, installs at least one bureau that is authorized to formulate policy advice concerning research to the Faculty Board.

## Article 5 - Specific admission assessment

Granting admission to a doctoral candidate with a master's degree that does not provide direct admission will be delegated to the Research Council BEW. The Research Council BEW may submit the file to the members at the meeting or by email request. Further information regarding the admission assessment is provided in the note included as an appendix.

## Article 17 - Assessment of the content of the doctoral thesis by the doctoral jury and "pre- defence"

Article 17 provides the possibility to organise a pre-defence before granting permission for the public defence. Following this pre-defence, the faculty expects a joint (online) meeting to be organised with the jury members in order to reach a joint opinion. During this meeting, the jury members discuss their assessment of the doctoral thesis, formulate their remarks, and indicate their approval or possible objection to the public defence.

The outcome of this meeting is a report containing:

1. A decision regarding admission to organize a public defence in accordance with Article 17 of the doctoral regulations;
2. Expected actions or additions to the doctoral thesis;
3. An estimate of the time required to submit a final version of the thesis. If the required modifications or additions are of such a magnitude that a time estimate is difficult to make, an indefinite postponement is given (after one year, the composition of the jury must be reapproved by the Faculty Board in accordance with the doctoral regulations).

This report is provided to the PhD candidate by the supervisor and added to My Doctoral File (reports – end phase).

For the pre-defence, the attendance rules of the public defence apply. In principle, the doctoral jury is present in full (physically and/or digitally), but valid deliberation is only possible if a two-thirds majority and at least 50% of the non-commission members are present (physically and/or digitally).

With regard to the period between the pre-defence and the public defence, a minimum of eight weeks is required to allow the doctoral student sufficient time to revise the doctoral thesis.

**Article 18 – Public Defence**

The Faculty of Business Economics requires that at least one printed copy be provided for each jury member. If printing costs are financed via the research group, the relevant UHasselt framework contract applies and the XOD print service must be used.

# **Appendix Faculty Addendum Doctoral Regulations: Admission to the PhD Programme in Business Economics**

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## **Doctoral Regulation:**

Articles 5 and 6 indicate that if a prospective PhD candidate does not hold a master's degree that grants direct access to the doctorate, an eligibility investigation must be conducted. The assessment of each prospective PhD student's file will lead to one of the following possibilities:

1. The prospective PhD student is admitted immediately without conditions.
2. The prospective PhD student is admitted with conditions. These conditions imply that the person concerned must acquire a particular skill or substantive knowledge on the subject that is considered necessary for the doctoral preparation and for which it may reasonably be expected that the prospective PhD student can acquire the knowledge/skills without delaying the research work. A period is determined in which the additional skill/knowledge must be acquired, and on expiry of this period, the result obtained shall be reported to the faculty board. The faculty shall determine whether the courses followed to acquire this skill/knowledge can be included in the doctoral school programme.
3. The prospective PhD student is not admitted to the doctorate.

## **Master's degrees granting automatic admission without additional assessment:**

Master's degrees in the fields of "Economische en toegepaste wetenschappen" or "Handelswetenschappen en bedrijfskunde". A detailed overview of the specific master's degrees is included in the appendix.

## **Master's degrees not granting automatic admission without additional assessment:**

If the master's degree does not grant automatic admission to the PhD programme, an admission assessment must take place prior to appointment. The results of this assessment must be approved by the Research Council BEW of the Faculty of Business Economics. The Faculty Board is informed of this decision.

# **Procedure Faculty of Business Economics**

## **1. APPOINTMENT**

### **Situation 1:**

**Paid appointment of a Doctoral Student with master's degree in the field of "Economische en toegepaste wetenschappen" or "Handelswetenschappen en bedrijfskunde"**

→ Direct admission to the PhD programme

Approval flow:

- Selection of doctoral student via vacancy or via proposal by supervisor
- Approval by capacity group council
- Approval of appointment by the faculty through delegation to the Faculty Council

**Situation 2:**

**Paid appointment of a Doctoral Student with master's degree not in the field of "Economische en toegepaste wetenschappen" or "Handelswetenschappen en bedrijfskunde"**

→ No direct admission to the PhD programme. In addition to the appointment approval procedure, admission approval by the Research Council BEW is required.

Approval flow:

1. Selection of doctoral student via vacancy or via proposal by supervisor
2. Approval by capacity group council
3. Application for admission to the PhD programme. For this purpose, the following information is required:
  - Name of the candidate
  - Type of PhD: UHasselt PhD or joint PhD
  - For joint PhD:
    - Name of the other institution
    - PhD discipline at the other institution
    - Who is main institution and partner institution
  - Capacity group, research group, research institute or centre
  - Funding
  - (Working) title/topic of the PhD
  - Supervisor(s) and possible co-supervisor(s)
  - Appointment note
  - Overview of master's degrees with institution and year
  - Copy of the master's degree
  - Overview of master's programme courses
  - A motivation describing which business-economic components are included in the PhD topic and which methodological and/or substantive prior knowledge is required. The supervisor indicates whether the candidate possesses this prior knowledge and proposes possible admission conditions.
4. Approval of admission to the PhD programme by the Research Council BEW.
5. Approval of appointment of appointment by Faculty Council or Faculty Board

**Situation 3:**

**Unpaid appointment of a PhD student**

(e.g. independent doctoral student, BOF-BILA, joint PhD, etc.)

Admission to the PhD programme must be requested from the Faculty Board. Depending on the policy of the Capacity group, approval by the Capacity Group Council may be required first.

Required information:

- Name of the candidate
- Type of PhD: UHasselt PhD or joint PhD
- For joint PhD:
  - Name of the other institution
  - PhD discipline at the other institution
  - Who is main institution and partner institution
- Capacity group, research group, research institute or centre

- Funding
- (Working) title/topic of the PhD
- Supervisor(s) and possible co-supervisor(s)
- Overview of master's degrees with institution and year
- If the master's degree does not belong to the study fields "Economische en toegepaste economische wetenschappen" or "Handelswetenschappen en bedrijfskunde", admission approval by the Research Council BEW is required. For this purpose, the following additional information is required:
  - Copy of the master's degree
  - Overview of master's programme courses
  - A motivation describing which business-economic components are included in the PhD topic and which methodological and/or substantive prior knowledge is required. The supervisor indicates whether the candidate possesses this prior knowledge and proposes possible admission conditions.

The proposal for remediation through academic initiatives within the Applied Economics (TEW) field of study consists of a maximum of 18 credits. These credits may also be converted into verifiable workload hours (1 credit = 24-27 workload hours). Doctoral students must follow the regulations of the module in which they are enrolled (e.g., taking an exam). When participating in online courses, an integrated evaluation is expected.

If admission is granted, the PhD student must also be recognised as a voluntary research fellow according to standard procedures.

## **2. EXTENSION REQUEST**

For extension requests, an update must be provided on the status of the admission conditions.

## **3. REQUEST APPROVAL DOCTORAL JURY**

If admission requirements were imposed, proof of fulfilment of these conditions must be submitted along with the application for the approval of the doctoral jury. The doctoral jury will only be placed on the Faculty Board's agenda once the admission requirements have been met.

## **4. START PROCEDURE**

This procedure has been in effect since January 1, 2022. As of February 1, 2023, the authority to grant admission to the doctorate in Business Economics (TEW) for applicants with a master's degree that does not provide direct access will be delegated to the Research Council BEW.

## **Appendix:**

### **Overview of Master's degrees per field of study "Economische en toegepaste economische wetenschappen" and "Handelswetenschappen en bedrijfskunde"**

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#### **Field of study: Economische en toegepaste economische wetenschappen**

- accountancy en revisoraat
- Actuarial and financial engineering ( E )
- Actuariële en financiële wetenschappen
- Algemene economie
- Applied economic sciences
- Bedrijfseconomie
- Bedrijfskunde
- Beleidseconomie
- Business and Information Systems Engineering ( E )
- Business Economics ( E )
- Cultuurmanagement
- Economics ( E )
- Economische wetenschappen
- Handelingenieur
- Handelingenieur in de beleidsinformatica
- Informatiemanagement
- Information Management ( E )
- International Business ( E )
- Management
- Management ( E )
- Maritiem en logistiek management
- Organisatie en management
- Toegepaste economische wetenschappen

#### **Field of study: handelswetenschappen en bedrijfskunde**

- bedrijfseconomie en het bedrijfsbeleid
- bestuurskunde en publiek management
- business administration ( E )
- business engineering ( E )
- handelswetenschappen
- International Business Economics and Management ( E )