

Student's LAST NAME and First Name:

Faculty:

**Student** ID number (for students who are already registered at UMONS):

**Prior to admission, the student must find a supervisor or co-supervisor from within the faculty who agrees to also be their thesis supervisor.**

**ADMISSIONS FORM for a FIRST APPLICATION for  
a PhD and/or DOCTORAL TRAINING  
2022-2023 ACADEMIC YEAR**

**Please read and respect the following procedure**

1. The student must complete, sign and date **Part 1** of this form and hand it in with the following documents:

- ✚ A copy of both sides of your ID card or all relevant pages of your passport
- ✚ A copy of your birth certificate
- ✚ Your degree certificates (you must provide the originals; the faculty will make an official copy).
- ✚ If you are an assimilated non-EU student, the documents that prove this must be provided (see Annexe 1: Assimilation Criteria).
- ✚ Proof of activity during the 5 years prior to application:
  - ✚ an official attestation of schooling (which mentions the success or failure of studies at the institution, as well as the absence of debt to the institution)
  - ✚ transcripts for each year (which indicate the total number of credits from the student's annual programme and credits acquired)
  - ✚ an official employment certificate
  - ✚ an official unemployment certificate
  - ✚ an official certificate justifying a stay abroad, including the departure and return dates
  - ✚ an official certificate justifying a medical condition
  - ✚ or any other official document justifying the student's history.

In the absence of supporting documents, the student must sign a declaration, for each year concerned, attesting that they have not followed higher education studies in Belgium or abroad and specifying the reason for which they are unable to provide proof.

- ✚ For students who have been registered at a higher education institution, an official certificate confirming that you are not in debt with your last higher education institution in the CFB (for studies started from the 2014-2015 academic year).
- ✚ If applicable: a certificate attesting to any funding received (tax-free UMONS grant, FNRS or Associated Funds), or a UMONS employment contract and joint supervision agreement.

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2. The student must then give these documents to their PhD supervisor who will then complete **Part 2.** **It is mandatory to check the research institute (s) to which the doctoral work could be attached (2 at most).**
3. **In accordance with the procedure outlined in the regulations for PhDs and doctoral training, which is available on the UMONS website, the student** must give the Dean, via the faculty secretariat, the completed, signed and dated form with the **accompanying documents and annexes.**
4. The form and annexes must then be given to the **President of the PhD Admissions Board,** who will then complete **Part 3** of this document.
5. The **PhD Admissions Board** shall forward the application, along with its annexes, to the **secretariat of the faculty concerned (part 3).** The **Dean's signature is required** at the end of the application form.
6. **If accepted by the PhD Admissions Board,** the secretariat of the faculty concerned will forward the application file, by 15<sup>th</sup> January, to the Registration Office who will proceed with the student's registration<sup>1</sup>.
7. Upon receipt of the correct registration fees (which should be paid no later than 20<sup>th</sup> January), the Registration Office shall register the student.



**In the event that the registration fee is paid by anyone other than the student, the student must send the payment slip to the appropriate person**

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<sup>1</sup> Registration closes on 15<sup>th</sup> January. Registration beyond this date is only possible in the specific case referred to in Article 17, paragraph 8, of the Study Rules and Regulations.7.

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## PART 1

### TO BE COMPLETED BY THE STUDENT

#### 1. GENERAL INFORMATION

LAST NAME: ..... FIRST NAME: .....

OTHER GIVEN NAME(S): .....

SEX:  F  M

CIVIL STATUS:  single  married  widower  separated  legal/civil partnership

PLACE OF BIRTH: ..... COUNTRY: .....

DATE OF BIRTH: ..... NATIONALITY: .....

#### 2. REGISTERED ADDRESS (only this address will be used for correspondence)

**Note: in case of a change of address, please modify this information on the MyUMONS student portal.**

ADDRESS LINE 1: .....

ADDRESS LINE 2: .....

TOWN: ..... POSTCODE: .....

COUNTRY: .....

MOBILE: .....

E-MAIL: .....

#### 3. RESEARCH AREA (choose only one):

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- Construction and Urban Planning
- Art and Art Science
- Languages, Literature and Translation Studies
- Philosophy
- Biomedical and Pharmaceutical Sciences
  - Biomedical Sciences
  - Pharmaceutical Sciences
- Economics and Management
- Medical Sciences
- Political and Social Sciences
- Psychology and Education

- Sciences:
  - Biology
  - Chemistry
  - Physics
  - Mathematics
  - Computer Science
- Engineering and Technology

**4. UNIVERSITY STUDIES**

**Master's Degree**

Title of Degree: .....

Date awarded: .....

Name of Awarding Institution: .....

.....

Country: .....

**If degree was awarded abroad or by the Flemish Community of Belgium, the German-speaking community of Belgium, the federal state, or the Royal Military School: state standard duration of study (\*): .....**

*(\*) Please attach transcripts of results for all years in higher education.*

**Other relevant degree(s) (at Master level or higher)**

Title of Degree: .....

Date awarded: .....

Name of Awarding Institution: .....

.....

Country: .....

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**Chosen PhD Programme**

Supervisor's name: .....

Co-supervisor's name (if relevant): .....

Subject of thesis (if already decided): .....

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Faculty:

**Student** ID number (for students who are already registered at UMONS):

**5. FOR INTERNAL UMONS CANDIDATES ONLY:**

**Function at UMONS:**

Assistant

Research Assistant

Grant holder (awarding institution):

FNRS

FRIA

FRESH

ARES – *Commission de la Coopération au Développement*

CTB

Other (please specify):

.....<sup>2</sup>

No function

Other (please specify): .....

**6. FOR ALL CANDIDATES**

**CONTRACT** (If this is an employment contract, please specify the organisation, type of contract, department at UMONS, as well as start date and end date, or contract duration):

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**A document proving employment (from UMONS or outside of UMONS – FNRS, FRIA, FRESH, CTB, etc.) must be attached to the present application.**

Date and student's signature:

Signed on .....

<sup>2</sup> A copy of the official documentation from the institution awarding the grant must be attached to the application file.

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**PART 2**

**TO BE COMPLETED BY THE PHD SUPERVISOR AND THE HEAD OF UNIT AND THEN TRANSFERRED TO THE FACULTY SECRETARIAT**

Supervisor's name: .....

Co-supervisor's name (if relevant): .....

Head of Unit's name: .....

Name of Unit: .....

**1. Chosen PhD programme**

Unit(s) in which doctoral work can be carried out: .....

.....

The supervisor agrees to supervise Mr/Ms .....

Please select the Institute(s) the student will be affiliated to for their doctoral work (2 maximum):

**Belonging a thesis to research institutes (1 or 2) allows them to indicate the next financial returns they may have (since the number of theses is one of the indicators of the funding distribution key) and to know all the members to be precise (in the event of a future request for funding from the institute concerned). This information is mandatory.**

<input type="checkbox"/> Biosciences	<input type="checkbox"/> Health
<input type="checkbox"/> Language	<input type="checkbox"/> HumanOrg
<input type="checkbox"/> Energy	<input type="checkbox"/> Risks
<input type="checkbox"/> Materials	<input type="checkbox"/> Complexys
<input type="checkbox"/> Infortech	<input type="checkbox"/> Numediart

**2. IS THE STUDENT TO COMPLETE THEIR PHD UNDER A JOINT PROGRAMME?**

- YES
- NO

If **YES**, state name of institution:

French Community of Belgium: .....

Other Community: .....

Foreign institution: .....

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**Note: An agreement for co-PhD supervision should be determined between UMONS and the partner institution. The procedure on agreements for co-supervision appears in the regulations for PhDs and doctoral training.**



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**3. COMPOSITION OF THE SUPERVISORY PANEL (IF ALREADY ESTABLISHED) TO BE SUBMITTED TO THE FACULTY BOARD**

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PhD Supervisor: .....

Signed in Mons on ..... Signature: .....

Head of Unit: .....

Signed in Mons on ..... Signature: .....

Student's LAST NAME and First Name:

Faculty:

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**PART 3 – ADMISSIONS REPORT  
TO BE COMPLETED BY THE PHD ADMISSIONS BOARD**

**This part can be replaced by an admissions report containing all the information listed below (part 3)**

**1. CONDITIONS OF ADMISSIONS – Fill in the relevant box(es)**

**Article 115 of the "Paysage" Decree (Decree of 7<sup>th</sup> November 2013 defining the structure of higher education and the academic organisation of studies)**

§ 1 In accordance with the terms and conditions set by the academic authorities, students who possess one or more of the following credentials can enrol on a PhD programme at UMONS:

- A Master's degree which accounts for at least 120 credits;
- Study credentials similar or equal to a 120-credit Master's degree, issued by the French Community of Belgium (or other) in accordance with the terms and conditions set by the academic authorities;
- A foreign qualification equivalent in level to those mentioned in the above two points and issued in accordance with European Law or international convention.

The additional entry conditions referred to in point 2 are designed to ensure that the student has acquired the materials and skills required for the studies mentioned. Where such additional conditions consist of one or more additional courses, these courses cannot represent more than 60 additional credits, considering the overall number of credits that the student can have validated on admission. These courses form part of the study programme.

- A specialised Master's degree in Teaching section 1, 2 or 3 as defined in articles 28 and following of the Decree of February 7, 2019 defining the initial training of teachers.

- § 2. In accordance with the terms and conditions set by the academic authorities, a student who holds a postgraduate-level degree issued in the French Community of Belgium (or other) which does not meet the requirements to enrol on a PhD course, pursuant to the preceding paragraph, but accounts for at least 300 credits validated by the Board of Education, can, however, be admitted onto a PhD programme by the Board of Education in line with the terms and conditions it establishes.

- § 3. Notwithstanding these general conditions, and/or any additional requirements that these conditions impose, the academic authorities may also admit holders of the following qualifications onto a PhD programme: a degree or other qualification issued outside the French community of Belgium, which, under this original system, can lead directly to doctoral studies or studies and/or work relating to the preparation of a doctoral thesis, despite the fact that these degree courses are not arranged in separate cycles or completed in at least five years.

This condition of admission is an exception and must be duly justified on the basis of formal and authentic evidence of the ability to pursue doctoral studies under the original system.

**Reasons for admission:**

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Date and signature of the Dean of the Faculty:

Signed in Mons on ..... Signature: ..... Part 3 - 1/3

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**Article 116.**

- The student has successfully completed corresponding doctoral training.

**Article 161.**

- An academic degree carried out according to the provisions prior to this decree is equivalent to the corresponding academic degree issued under the new provisions. It guarantees access and further study under the same conditions.

**Article 2 paragraph 4 of the Decree of 30<sup>th</sup> April 2009 organising the transfer of higher education of architecture at the University**

- Holder of an architectural engineering degree issued by a Higher Institute of Architecture in the French Community of Belgium.

**2. ADMISSION ONTO DOCTORAL TRAINING IN 2022-2023:**

- YES
- NO

If **NO**, please state reason:

.....

.....

.....

**If you have already passed your Doctoral Training, please provide a certificate attesting to this.**

**3. ADMISSION ONTO A PHD PROGRAMME in 2022-2023:**

- YES (unconditional offer)
- YES (conditional offer)
- NO

If **YES (conditional offer)**, please state the conditions set by the Board:

**Supplementary conditions – a maximum of 60 credits, which can be taken alongside the doctoral training or PhD programme.**

Date and signature of the Dean of the Faculty:

Signed in Mons on ..... Signature: ..... Part 3 - 2/3

Student's LAST NAME and First Name:

Faculty:

Student ID number (for students who are already registered at UMONS):

**Course title**

**Credits**

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If **NO**, please state reason:

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The Chairperson of the PhD Admissions Board: .....

Signed in Mons on .....

Signature: .....

Faculty stamp:

Date and signature of the Dean of the Faculty:

Signed in Mons on ..... Signature: ..... Part 3 - 3/3

**ANNEXE 1: ASSIMILATION CRITERIA  
TO BE COMPLETED BY NON-EU STUDENTS ONLY**

<b>Assimilation Criterion</b>	<b>Documents required – these documents must be attached to this dossier if you have ticked <u>one</u> of the corresponding assimilation criterion</b>
<input type="checkbox"/> The student has been granted residency or is recognised as a long-term resident (according to the law of the 15 <sup>th</sup> December 1980)	Card "C" (ID for foreign nationals / unlimited stay). Card "D" (long-term residence card).
<input type="checkbox"/> The student is stateless, a refugee, or has subsidiary protection status, or has applied for refugee or subsidiary protection status which has not yet been confirmed, or is still pending a decision, or is subject to appeal. All claims will be considered until the final decision is made.	If the student is a refugee: Card "B". Refugee status must be indicated on the reverse of the card.  If the student is stateless: Official documentation from the local commune or from the Immigration Office attesting to the student's stateless status.  Subsidiary Protection: Card "A" or "B" (registration certificates in the immigration register) + decision issued by the Immigration Office who grants this protection. (Unlike those with refugee status, subsidiary protection is not indicated on the reverse of the registration certificate).  Application for asylum: Annexe 26 and/or official documentation proving the application for asylum, subsidiary protection status or statelessness which has not been definitively rejected and, in case of appeal, a copy of the document proving an appeal has been launched (lawyer's letter, certificate of "orange card" registration, etc.).
<input type="checkbox"/> The student is authorised to stay in Belgium for more than 3 months and earns an income from a professional activity or from income support. The professional activity is taken into consideration if the amount of salary corresponds, or corresponded, to half of the average monthly salary set by the National Labour Council ( <i>Conseil National du Travail – CNT</i> ), calculated from 6 of the last 12 months prior to registration.	Residence permit valid for more than 3 months.  Professional activity: Declaration of employment or employment contract + payslips corresponding to 6 of the last 12 months prior to registration.  Official documentation evidencing income support: CPAS, unemployment benefit, health insurance (" <i>mutuelle</i> ").
<input type="checkbox"/> The student is supported by the Public Centre for Social Welfare (CPAS) and lives in CPAS housing or housing appointed by the CPAS.	Recent official documentation from the CPAS.
<input type="checkbox"/> The student's mother, father or legal guardian is an EU member state national and fulfils one of the abovementioned conditions.	A copy of the student's mother, father or legal guardian's ID card or residence permit + official documentation proving relationship to student, marriage certificate or declaration of legal cohabitation.  Note: <ul style="list-style-type: none"> <li>- Official documentation proving relationship to student: household declaration or, if the student does not live at the same address, birth certificate + copy of student's mother, father or legal guardian's ID card.</li> <li>- Certificates of foreign guardianship or marriage must be legalised by the Belgian embassies or consulates in the countries of origin of foreign students.</li> <li>- Foreign marriage certificates must be transcribed in Belgium by a local authority (see household composition).</li> <li>- Legal cohabitation: a document issued by the local commune attesting that a declaration of legal cohabitation has been registered.</li> </ul>
<input type="checkbox"/> The student is a grant-holder (CFWB-CDVLP). See Article 105, paragraph 2, of the Decree of 7 <sup>th</sup> November 2013 (" <i>Paysage</i> " decree)	Official documentation evidencing the awarding of the grant from the competent body.

<p>□ The student is authorised to stay for more than three months in Belgium on the basis of long-term resident status acquired in another EU Member State and under the provisions of the Act of 15<sup>th</sup> December 1980 on access to the territory, residence, establishment and removal of foreigners.</p> <p>The student benefits from a residence permit granted in application of Article 61/7 of the law of 15<sup>th</sup> December 1980 on entry, stay, settlement and removal of foreign nationals (Aliens Act).</p>	<p>Belgian residence permit valid for more than 3 months.</p> <p>Official documentation attesting to long-term resident status obtained in another EU Member State.</p>
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