

## Application, admission, registration to the PhD program (for supervisors)

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A brief summary of the admission process is (with the text in red being essential):

- **When applying for a grant for a PhD project, the research office is consulted.** The research office ensures that the FSW requirements are met. The budget should allow for a four-year full-time PhD employment contract or similar. Variations require the approval of the GSSS.
- **As soon as there is an intention to start a PhD trajectory, this is notified to the GSSS.**
- If there is a job posting, it will state that admission to the GSSS is required. Also mention the website of the GSSS.
- During the first meeting with a serious potential candidate (during the job interview or otherwise),
  - the admissibility of the candidate is verified. If there is any doubt, consult the GSSS.
  - the tuition fee is discussed: none for a VU employee or someone with a CSC fellowship, at least k€3 once –the minimum required for training– up to more than k€10 yearly for others (depending on decisions HoD and GSSS).
  - the number of available working hours has been checked: 5544 hours are required. Two days per week is not enough (see ‘Minimum requirements for PhD trajectories’).
- Supervisors check the quality of the potential candidate. A comprehensive procedure is required. This includes a repeated job interview, examination by others than the (potential) supervisors, a thorough review of previous scientific work, a recent written outline of the research to be conducted or a theoretical elaboration (Did the candidate write this on her/his own?), and an oral presentation of previous products.
- Determine whether the research enrich your own line of research. See ‘Funding for time spent on supervision’ in the document ‘Standards of supervising PhD candidates by academic staff’.
- It is better to have a high threshold for admission – otherwise the chances of success are low.
- **As soon as there is a candidate known, this is notified to the GSSS.**
- Provide ‘Data on supervisors at the start of a PhD project’ to the GSSS (use the fill-in document).
- The Graduate School checks whether there are any obstacles to starting the PhD project, i.e. that the candidate meets the requirements, the supervisors and the supervisory team meet the requirements, and whether the head of department agrees. There is also a review of (if applicable) the contract, work plan, budget plan and (sometimes) training plan.
- The substantive review of the work plan is up to the supervisors; the GSSS verifies that sufficient hours are available.
- If there are no impediments to beginning the doctoral project, a candidate is provisionally admitted to the Graduate School. If not, consultations are held to find a solution.
- After provisional admission, an employment contract (if applicable) can be entered into (HRM action) and a VUnetid can be given (supervisor action).
- The candidate is invited to the GSSS Induction (this is usually in late September and in the beginning of the calendar year).
- An intake (of the candidate by the Graduate School) and determination of the training plan follows (in consultation between the Graduate School, the candidate and the supervisors).
- The Pool of Professors advises on the composition of the supervisory team.
- Final admission and registration in Hora Finita (by the Graduate School) follows approval by the Dean. A person cannot obtain a PhD at FSS without admission to the Graduate School.

For more detailed information see: “VU-GSSS Application, admission, registration to the PhD program”. More information is provided on the GSSS website.

Contact the GSSS by sending an email to [graduate.school.fsw@vu.nl](mailto:graduate.school.fsw@vu.nl).