


Checklist 4 years trajectory
Faculty of Science

PhD Programme
Graduate School CPS

Activity	Timeline (M0 – M48)	Action (by PhD student)
Invitation to Hora Finita	< M 0	Ask the secretary ¹ for an invitation to Hora Finita.
Hora Finita requirements Master degree and supplement	< M 2	Certify the copies of your master degree and supplement at the Beadle's Office. If necessary, translate them first.
Hora Finita requirements Training and Supervision Plan	< M 3	Fill in the Training and Supervision Plan according to the guidelines, and send it to the CPS PhD coordinator (phdcoordination.sf@vu.nl) for a check. For information see the CPS TSP Guidelines document.
Register in Hora Finita	< M 3	Fill out the requested fields (*) in Hora Finita and upload your Training and Supervision Plan under the heading documents at "tsp".
Go / no-go decision Repeat evaluation annually	< M 11	Prepare and sign the first-year evaluation with your supervisor (via VUnet/eHRM).
Update Training Update courses annually	< M 12	Update your Training activities annually in Hora Finita. The PhD coordinator needs to approve them.
		
Approval members thesis committee (n = 5)	M (x – 6)	-
Manuscript to thesis committee²	M (x – 4)	-
Finalize Training	M (x – 3)	Finalize your Training activities in Hora Finita. PhD coordinator needs to approve them.
Approval doctoral thesis	M (x – 3)	-
Degree Certificate Supplement Assessment of Training	M (x – 3)	After the Supervisor has approved the doctoral thesis, submit request in Hora Finita to provide the Certificate.
Settle the members of the promotion committee (n = 5)	M (x – 3)	-
Set date of PhD thesis defense	M (x – 3/2)	Settle the date of the PhD thesis defense ceremony with the Beadle's Office and supervisor.
Upload digital PhD thesis €500 reimbursement from the VU	M (x – 3/2)	At least 6 weeks prior to the defense date, upload the digital version of your PhD thesis in VU-DARE.
Printed copies of PhD thesis	M (x – 3/2)	At least 5 weeks prior to the defense date, hand in 5 printed copies your PhD thesis to the Beadle's Office. And provide all members of the thesis and promotion committee with a copy.
Publicity	M (x – 3/2)	Contact CPS Secretariat (secretariaat.sf.beta@vu.nl) and Marketing and Communication for publicity.
PhD defense in presence of thesis defense committee	M (x)	GOOD LUCK!

¹ S&F: secretariaat.sf.beta@vu.nl

² Reimbursement of €1500 (in kind) from S&F (or AIMMS from PhD students that started before 01-01-2023) can be requested when this task is completed within 4 years and 3 months (for ITNs 3 years and 6 months). Important: tax has to be paid if you prefer payment in cash.