*Flowchart*

Possibility for application expires,
unless a motivated dispensation request via Jointdegree.bz@vu.nl has been approved.

no

Yes

Yes

Are there or will there be multiple PhD trajectories with the prospective partner?

no

no

Is there a framework agreement (FA) with the prospective partner? Verify via jointdegree.bz@vu.nl.

Application within 1 year after start PhD trajectory?

Request the model agreement
‘Joint Doctorate Agreement Individual convention’ via jointdegree.bz@vu.nl, and fill in together with partner\*.

Yes

**Step 1**

**Step 2**

 Request the model agreement
 ‘Framework Agreement joint PhD supervision’ via jointdegree.bz@vu.nl, and fill in together with partner\*.

Request the model agreement
‘‘Joint Doctorate Supervision under a Framework Agreement’ via jointdegree.bz@vu.nl, and fill in together with partner\*.

Completion
cycle
within 1 year after start
PhD trajectory
at VU

After the filling in and before starting up the signing process:
Submit the concept agreement for a check by the VU Administration Office to jointdegree.bz@vu.nl and process any necessary changes based on the given feedback, together with partner.

After approval of the VU Administration Office and the partner institution:
Submit for signing to the parties, preferably first to the partner (the VU rector magnificus prefers to sign lastly). To submit it for signing to the VU rector magnificus. send it via jointdegree.bz@vu.nl.

After the signing by all parties has been completed:
Upload the agreement in Hora Finita and send a signed copy to both the partner and to the PhD student. The VU Administration Office will send the original to the Office of the Beadle.

\* The model agreement of VU may be replaced by a model agreement of the partner, if desired.