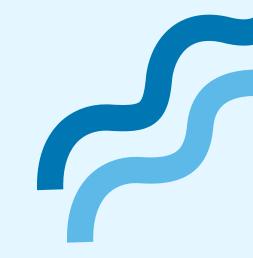
SUPERVISORS CHEATSHEET

An overview of all the information you need to supervise PhD candidates at the VU-GSSS.
All updates are available on our **website**.



ADMISSION



- Do you have a prospective PhD candidate?
 Discuss with your HoD first including fees & budget plan.
- Check the required admission documents.
- Send the documents to GSSS 4 weeks before the PhD starts.
- N.B. the admission must be finalized before the PhD contract is signed!
- Does your applicant need visa/housing? Contact the IO and GSSS min. 3 months before the start.

SUPERVISION

- What are the requirements for a PhD at the FSS?
 See the <u>VU doctorate regulations</u> and the FSS <u>Implementation guidelines</u>.
- What <u>responsibilities and tasks</u> should you agree on with your supervisee?
- Progress interviews: schedule these twice during the 1st year, once every year afterwards.
- Is your candidate on track to gain the 30 ECs of training?
- Changes in the team? Notify the GSSS asap.



GO NO GO



- Go No Go assessment 8 months after the start (or pro-rata for part-time projects).
- Select 3 external and 2 internal reviewers and contact them in advance.
- Discuss the <u>GNG portfolio</u>, the DMP, and the <u>plagiarism check</u> with the candidate.
- Discuss the GNG decision and reviews with the candidate.

PHD THESIS

- Check FSS <u>rules for the PhD thesis</u>.
- Thesis: a monograph or 3 to 5 publishable articles.
- Co-authorship: the PhD candidate must be the first author of all chapters.



FINISHING UP



- Is your candidate finishing their thesis? Know that a <u>PhD thesis portfolio</u> is required with the thesis. Discuss it with your candidate.
- Discuss the plagiarism check with the candidate and send the **report** to GSSS.
- Select and <u>contact</u> members of the doctoral assessment committee.
- Send the <u>proposal for a doctoral committee</u> to the GSSS.
- Approve the manuscript in Hora Finita.
- **Invite** opposition members to defense.