

PhD Time Schedule

Action	Time path	Action PhD candidate	Action)supervisor
Register the PhD track at the Graduate School	As soon as there is a PhD student-supervisor relation	PhD student finds a supervisor who wants to supervise him/her	Supervisor confirms his/her agreement
Application to appoint a PhD thesis supervisor (Form 1)	Within 4 weeks after registration at the Graduate School	Submit documents to the Graduate School - Form 1 - draft outline of thesis - copy of the birth certificate or extract from the population register - copies of diplomas/certificates and transcripts of grades	Supervisor signs for approval
Approval of manuscript by supervisor	Within 2 months after submission of the manuscript (to the supervisor)		Supervisor informs the PhD candidate of the decision in writing.
Application for fixing a date for the defense of a PhD thesis and the appointment of the PhD committee (Form 2)	No later than 6 months before the proposed date of the defense	Form 2: PhD candidate asks supervisor to sign for approval of the manuscript. The candidate signs for approval of the date of the defense ceremony. Then he/she submits the form to the Graduate School	Supervisor signs for approval of the manuscript
Submission of the manuscript (to the Graduate School)	No later than 5 months before the proposed date of the defense	PhD candidate submits manuscript to the Graduate School	
Assessment of the manuscript by the PhD committee	Within 4 weeks after receipt of the manuscript		(Co-)supervisor(s) and other members of the PhD committee send the assessment + vote in favor or against to the Graduate School
Printing of the thesis ¹	1 to 3 months after approval of the manuscript by the PhD committee	PhD candidate takes care of thesis being printed ²	
Logistical organization of the day on which the defense takes place/ practical matters	No later than 4 weeks before the date of the defense ceremony	PhD candidate contacts the Beadle: pedel@uvt.nl	
Submit copies of PhD thesis	No later than 21 days before the date of the defense ceremony	PhD candidate submits 35 copies of his/her thesis at the TiU Mail Room, K02	
Submit digital copy of thesis	No later than 21 days before the date of the defense ceremony	PhD candidate submits digital version at the Research Portal: repository@uvt.nl	
Submit the lay summary	No later than 21 days before the date of the defense ceremony	PhD candidate submits a digital copy of the lay summary at the Research Portal: repository@uvt.nl and at the M&C Division: persvoorlichters@uvt.nl	

¹ It is important to contact a publisher or printer in time, particularly in connection with the delivery time.

² At TiSEM, the PhD theses are printed by CentER.