

PhD Procedure FSW

Please find below the steps outlining the procedure for obtaining the doctorate degree. The supervisor and PhD candidate can use this procedure as a practical guideline. Please also consult the [Doctorate Regulations](#).

Step 1 – Admission to the PhD programme

The PhD candidate and supervisor have to submit the following documents to the Graduate School of Social Sciences (VU-GSSS, graduate.school.fsw@vu.nl) within two months after the starting date of the PhD project:

- [Form I](#) “Application for admission to the doctoral programme”;
- A copy of an identity document that is legally valid in the Netherlands;
- A certified copy of the Master diploma;
- A certified diploma supplement;
- A signed statement of the Code of Conduct for Scientific Practice. This form can be found on [the website of the VU-GSSS](#);
- An approved Training and Supervision Plan (TSP, in Dutch OBP). The TSP is drawn up by both PhD candidate and supervisor;
- In case of a Double Degree or Joint Degree: the signed cooperation agreement which must have been signed by the Rector beforehand. See [VUnet for Model Agreements](#).

Please note that we won't be able to proceed with registration if your documents are incomplete. After the Dean has signed Form I the board secretariat sends all forms to the Beadle's Office. Subsequently, the Board of Deans approves Form I in a regular Board of Deans meeting. The Beadle's Office sends a notification of admission to the supervisor and PhD candidate.

Step 2 – Approval Thesis Committee

To be able to proceed to the final stage of the PhD procedure the PhD candidate must have fulfilled the required 30 EC's as reported in the Training and Supervision Plan and must have a VU-GSSS PhD training certificate. After completion of the thesis and approval by the supervisor, the supervisor sends a list of intended Thesis Committee members to the [board secretariat](#). Please include their affiliation, e-mail address and sufficient details of their expertise. The supervisor should have checked their availability and willingness to evaluate the thesis.

The committee should consist of at least five members of whom the majority is professor. One of the VU professors is the chair of the committee. For further details about the Thesis Committee, please check [Section 4 of the Doctorate Regulations](#).

The board secretariat presents the proposed Thesis Committee to the Dean for approval and informs the supervisor of the (dis)approval of the Thesis Committee.

Step 3 – Distribution Thesis

After approval of the Thesis Committee, the supervisor sends the following documents to the [board secretariat](#):

- Final thesis in PDF;
- [Assessment form for supervisors](#);
- [Form II](#)

The board secretariat contacts the members of the Thesis Committee by email with an explanatory letter of the Dean, the thesis, the assessment form of the supervisor and an [assessment form for the Thesis Committee](#). If one of the members prefers a hard copy, this will be sent by the supervisor or PhD candidate. Besides, the board secretariat shall send an email with specific tasks of the chair of the Thesis Committee to the chair.

The members of the Thesis Committee submit their assessment form within 30 days to the [board secretariat](#).

Step 4 – Approval Thesis

After receiving all forms the board secretary sends them to the Chair of the Thesis Committee. The chair makes a summary for the Dean and submits this to the [board secretariat](#). The Dean will take the formal decision based on the assessment forms and the summary.

After approval by the Dean, the board secretariat sends Form II to the Beadle's Office.

Step 5 – Defense

The Beadle's Office sends a notification of the thesis approval to the supervisors, co-supervisors and board secretariat. The PhD candidate and supervisor can contact the Beadle's Office further information about the defense procedure. The PhD candidate sets a date in consultation with the Beadle's office and ensures availability of all Thesis Committee members. The candidate informs all people involved. The supervisor communicates with the Thesis Committee members about the defense procedure at Vrije Universiteit Amsterdam. The board secretariat ensures that a professor is available to chair the defense.