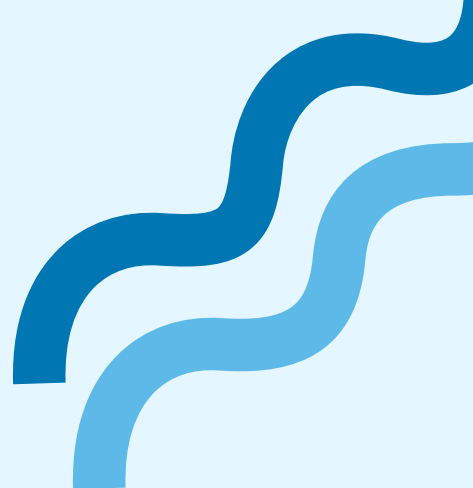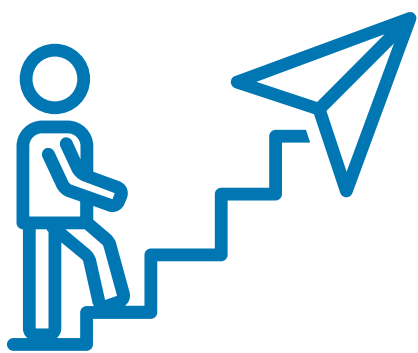# SUPERVISORS CHEATSHEET

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 **VU doctorate regulations** and the FSS **Implementation guidelines**.
- What **responsibilities and tasks** 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 **GNG portfolio,** the DMP, and the **plagiarism check** with the candidate.
- Discuss the GNG decision and reviews with the candidate.

PHD THESIS

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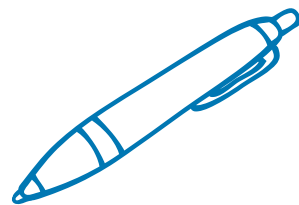
FINISHING UP

- Is your candidate finishing their thesis? Know that a **PhD thesis portfolio** 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 **contact** members of the doctoral assessment committee.
- Send the **proposal for a doctoral committee** to the GSSS.
- Approve the manuscript in Hora Finita.
- **Invite** opposition members to defense.

In doubt? Issues? Email **graduate.school.fsw@vu.nl**