

Registration of PhD student in HF

- 1) **Promotor:** Information on new PhD student to key user
- 2) **Key user:** Start up registration in HF and send link to PhD student
- 3) **PhD student:** Upload relevant information / documents (other than TSP)
- 4) **PhD student:** Discussion of training and supervision plan supervisor / PhD student
- 5) **PhD student:** Email preliminary version of TSP to PhD coordinator (mt@aimms.vu.nl)
- 6) **PhD coordinator:** Review preliminary version of TSP
- 7) **PhD student:** Update TSP, make pdf, upload pdf to HF
- 8) **Key user:** Start approval of registration
- 9) **Promotor, PhD coordinator, AIMMS director (de facto department head), Secretariat Faculty Board, Dean, Beadle, Rector:** Approve registration. After approval the PhD student will get access to HF.

PhD trajectory

- 10) **Secretariat Faculty Board:** Invitation to Integrity Course. After registration is complete the PhD student will get an invitation.
- 11) **PhD student:** ECs completed – fill in in HF with certificates – per activity
- 12) **Promotor:** Approve that *ECs have been achieved* – per activity
- 13) **PhD Student:** Complete portfolio
- 14) **PhD student:** Ask approval for completed portfolio
- 15) **PhD coordinator:** Approve *that achieved ECs adhere to AIMMS guidelines*
- 16) **PhD student:** Upload thesis to HF
- 17) **Promotor:** Approve thesis in HF
- 18) **Promotor:** Propose thesis committee in HF
- 19) **a) AIMMS director b) Secretariat Faculty Board c) Dean:** Approve thesis committee. Upon approval the committee is automatically emailed through HF, so there has to be an approved manuscript.
- 20) **Chairperson committee:** Submit report on responses committee members
- 21) **Dean:** Final approval

If step 17 has been completed within 4 years and 3 months after start date (3 years and 5 months for ITN PhD students) a bonus of 1500 euros will be given by AIMMS (for more information contact mt@aimms.vu.nl).