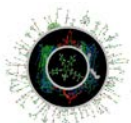


AIMMS PhD Training programme: Actions and Timelines

See also: <http://aimms.vu.nl/en/education/phd-programme/index.aspx> and / or <https://science.vu.nl/en/phds/phd-regulations/index.aspx>

To check the progress of your PhD, login to Hora Finita: <https://horafinita.vu.nl/login/index.php>

Activity	Timeline (M0 – M48)	Action by PhD student	Action by supervisor and/or chair thesis committee	Action by: Head Dept (HD) / AIMMS Director (AD) / Vice Dean (VD)	URL's for background information and documents
Register for PhD programme	< M 0	Arrange and register for appointment	Arrange, register and approve appointment		http://www.vu.nl/en/research/taking-phd/obtaining-phd-vu/index.aspx
Form I Toelating tot promotie	< M 3	Fill out and sign part 1	Fill out and sign part 2 and fill out part 3	VD to sign part 3	https://vunet.login.vu.nl/services/pages/practicalinformation.aspx?cid=tcm%3a164-419428-16 (NL/ENG)
Training & Supervision plan (TSP/OBP)	< M 3	Draw up TSP and send for a check to mt@aimms.vu.nl before collecting signature	Draw up TSP and send for a check to mt@aimms.vu.nl before collecting signature	AD to check and sign TSP VD to receive Form I and TSP	http://www.aimms.vu.nl/en/education/phd-programme/index.aspx
Go- / no Go-decision (repeat evaluation annually)	< M 11	Prepare, and sign 1 st year evaluation	Prepare, and sign 1 st year evaluation Decide on Go/No Go	AD receives outcome of 1 st year evaluation	
Form II, part 1 Approval members thesis committee (n=5)	M (x – 6)		Propose composition and chair of thesis committee and fill out part 1 for approval	AD to check and sign part 1 VD to sign part 1	https://vunet.login.vu.nl/services/pages/practicalinformation.aspx?cid=tcm%3a164-419428-16 (NL/ENG) and https://vunet.login.vu.nl/services/pages/practicalinformation.aspx?cid=tcm%3a164-413614-16 (NL/ENG)
Manuscript of thesis to thesis committee	M (x – 4)	Have full manuscript of the thesis prepared and finished	Send full manuscript of thesis + motivation to thesis committee		https://vunet.login.vu.nl/services/pages/practicalinformation.aspx?cid=tcm%3a164-413614-16 (NL/ENG)
Finalize Training & Supervision plan (TSP/OBP)	M (x – 3)	Check and sign TSP/OBP	Check, approve and sign TSP/OBP for approval	AD to check, approve and sign TSP/OBP	



Activity	Time line (M0 – M48)	Action by PhD student	Action by supervisor and/or chair thesis committee	Action by: Head Dept (HD) / AIMMS Director (AD) / Vice Dean (VD)	URL's for background information and documents
Approval of thesis manuscript	M (x – 3)		<i>Chair thesis committee</i> to prepare the final advice based on response forms	AD to receive and check final advice	https://vunet.login.vu.nl/services/pages/practicalinformation.aspx?cid=tcm%3a164-413614-16 (NL/ENG)
Form II, part 2 Approval doctoral thesis	M (x – 3)		<i>Chair thesis committee</i> to fill out part 2 for approval and signing	- AD to sign part 2 - VD to sign part 2	https://vunet.login.vu.nl/services/pages/practicalinformation.aspx?cid=tcm%3a164-413614-16 (NL/ENG)
Settle the members of the promotion / thesis defense committee (n=5)	M (x – 3)		Propose members of the promotion / thesis defense committee to HD / AD	HD / AD to approve the promotion / thesis defense committee and to chair it	https://www.vu.nl/en/research/taking-phd/doctoral-dissertation-submission-an-defense/index.aspx
Set date of PhD thesis defense (M x)	M (x – 3/2)	Settle the date of the PhD thesis defense ceremony with the Pedel Office and supervisor	Check the date of PhD thesis defense with members promotion committee and invite members		https://www.vu.nl/en/research/taking-phd/doctoral-dissertation-submission-an-defense/index.aspx
Publicity and mailing PhD thesis	M (x – 3/2)	Contact AIMMS (info@aimms.vu.nl) and Marketing and Communication for publicity / website			
Printed copies of PhD thesis (Send electronic version of PhD thesis)	< M (2 – 3)	Send printed copies of PhD thesis to thesis -, and promotion committee and ...			
PhD defense in presence of thesis defense committee	M (x)				https://www.vu.nl/en/research/taking-phd/doctoral-dissertation-submission-an-defense/index.aspx