



**Checklist 4 years trajectory**  
**Faculty of Science**

**PhD Programme**  
**Graduate School AIMMS**

Activity	Timeline (M0 – M48)	Action (by PhD student)
<b>Invitation to Hora Finita</b>	< M 0	Ask the secretary <sup>1</sup> for an invitation to Hora Finita.
<b>Hora Finita requirements</b> Master degree and supplement	< M 2	Certify the copies of your master degree and supplement at the Beadle's Office. If necessary, translate them first.
<b>Hora Finita requirements</b> Training and Supervision Plan	< M 2	Fill in the Training and Supervision Plan according to the guidelines, and send it to AIMMS director ( <a href="mailto:mt@aimms.vu.nl">mt@aimms.vu.nl</a> ) for a check. For information see <a href="#">here</a> .
<b>Register in Hora Finita</b>	< M 3	Fill out the requested fields (*) in Hora Finita and upload your Training and Supervision Plan under the heading documents at "tsp".
<b>Go / no-go decision</b> Repeat evaluation annually	< M 11	Prepare and sign the first-year evaluation with your supervisor (via VUnet/eHRM).
<b>Update Training</b> Update courses annually	< M 12	Update your Training activities annually in Hora Finita. AIMMS director needs to approve them.
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<b>Approval members thesis committee (n = 5)</b>	M (x – 6)	-
<b>Manuscript to thesis committee<sup>2</sup></b>	M (x – 4)	-
<b>Finalize Training</b>	M (x – 3)	Finalize your Training activities in Hora Finita. AIMMS director needs to approve them.
<b>Approval doctoral thesis</b>	M (x – 3)	-
<b>Degree Certificate Supplement</b> Assessment of Training	M (x – 3)	After the Supervisor has approved the doctoral thesis, submit request in Hora Finita to provide the Certificate.
<b>Settle the members of the promotion committee (n = 5)</b>	M (x – 3)	-
<b>Set date of PhD thesis defense</b>	M (x – 3/2)	Settle the date of the PhD thesis defense ceremony with the Beadle's Office and supervisor.
<b>Upload digital PhD thesis</b> €500 reimbursement from the VU	M (x – 3/2)	At least 6 weeks prior to the defense date, upload the digital version of your PhD thesis in VU-DARE.
<b>Printed copies of PhD thesis</b>	M (x – 3/2)	At least 5 weeks prior to the defense date, hand in 5 printed copies your PhD thesis to the Beadle's Office. And provide all members of the thesis and promotion committee with a copy.
<b>Publicity</b>	M (x – 3/2)	Contact AIMMS ( <a href="mailto:info@aimms.vu.nl">info@aimms.vu.nl</a> ) and Marketing and Communication for publicity.
<b>PhD defense in presence of thesis defense committee</b>	M (x)	GOOD LUCK!

<sup>1</sup> S&F: [secretariaat.sf.beta@vu.nl](mailto:secretariaat.sf.beta@vu.nl) / MCB: [secretariaat.mcb.beta@vu.nl](mailto:secretariaat.mcb.beta@vu.nl) / E&H: [secretariaat.eh.beta@vu.nl](mailto:secretariaat.eh.beta@vu.nl)

<sup>2</sup> Reimbursement of €1500 (in kind) from AIMMS can be requested when this task is completed within 4 years and 3 months (for ITNs 3 years and 6 months). Important: tax has to be paid if you prefer payment in cash.