Phase 1

1. Registration by the key user (department secretary) + instructions to the candidate
2. Approval by:
   - Supervisor(s)
   - Co-supervisor(s)
   - Director Graduate school (TSP in particular)
     - If DGS rejects > key user unlocks by returning form to candidate > key user monitors progress > key user returns form to the process
   - Head of Department
   - Dean’s office
     - If Dean’s office rejects > key user unlocks by returning form to candidate > key user monitors progress > key user returns form to the process
   - Dean
   - Pedel
     - If Pedel rejects > key user unlocks by returning form to candidate > key user monitors progress > key user returns form to the process
   - Rector > Registration completed > Promotiebesluit/Doctorate admission document

Any changes after that (e.g. supervisors) > through the key user

Phase 2

1. During his/her research, the PhD candidate continues to complete his/her portfolio (courses attended, EC’s, etc. Certificate or equivalent proof of attendance needs to be provided, e.g. conf. programmes, statements signed by supervisors) – when (no less than) 30 EC’s attained > approval Director Graduate school.
2. Candidate uploads manuscript
3. Manuscript approval by the first supervisor (promotor) > after informal consultation with the second supervisor (promotor)
4. Supervisor appoints members of the reading committee and the committee chair
5. Approval reading committee by:
   - Head of department
   - Dean’s office
   - Dean
6. Manuscript is subsequently automatically sent to the reading committee
   - There is no automatic check to confirm the receipt; the chair of the reading committee should do this (outside Hora Finita)
7. After the committee has assessed (30 days), chair submits recommendation and short summary > to the Dean for approval
   - If one or more members check box “Cum laude”- informal discussion with members whether to initiate cum laude procedure in HF ( > if yes, referees need to be appointed)
8. Doctorate Committee (Oppositie) form in HF filled in by the supervisor
9. Doctorate Committee approved by:
- Head of department
- Dean’s assistant
- Dean
10. Chair of ceremony appointed: generally Head of Department
11. Candidate contacts Pedel to set the date of defense
12. Candidate submits title page with Pedel
13. Defense