Time table for PhD supervisor and PhD candidate — AMC Graduate School

Before start of PhD project	Appointment of (co)promotor(es)	*UvA Doctorate Regulations* *Art. 10 and 11*
	Admission to doctoral program (educational requirements)	*UvA Doctorate Regulations* *Art. 7 en 8* *Request for exemption from legal educational requirements*
Directly after start of PhD project	PhD candidate registers at Graduate School	See for registration procedure: www.amc.nl/registration
	Graduate School Introductory Meeting	Every first Thursday of the month, PhD supervisors are also welcome
Within 3 months after start of PhD project	Complete iTSA together with PhD candidate	Making arrangements about individual Training and Supervision Agreement (iTSA) for PhD candidate See for procedure and form: www.amc.nl/graduateschool
	Send completed iTSA to Graduate School	Graduate School subsequently contacts PhD candidate for appointment with PhD student advisor
In first year of PhD project	PhD candidate follows The AMC World of Science	Strongly recommended: www.amc.nl/phdcourses
Approx. 1.5 year after start PhD	PhD Track Support	Interim PhD project progress evaluation by AMC PI See for procedure and form: www.amc.nl/graduateschool
During PhD project	PhD candidate follows courses planned in iTSA	PhD project is 3rd phase of academic training, for which a course program is offered next to training-on-the-job
	Interviews on progress of PhD student	PhD supervisor interviews PhD student regularly on progress in PhD training to become academic reseacher / professional
As early as possible, but no later than 8 months before desired graduation date	Submit UvA request for admission to doctoral program thru AMC Office of Doctoral Affairs	*UvA Doctorate Regulations* *Art. 9* *Request for admission to doctoral program*
About 6 months before desired graduation date	Submit proposal for appointment of doctoral committee thru AMC Office of Doctoral Affairs	*UvA Doctorate Regulations* *Art. 19, 20* *Proposal for composition of doctoral committee*
About 5 months before desired graduation date	Arrange provisional graduation date with Office of the Beadle	See: Promotiekalender Aula and Agnietenkapel *UvA Doctorate Regulations* *Art. 32*
No later than 16 weeks before graduation date	Approval of manuscript by (co)promotor(es)	*UvA Doctorate Regulations* *Art. 16*
No later than 16 weeks before graduation date	Submission of manuscript to doctoral committee; check on plagiarism and electronic version	*UvA Doctorate Regulations* *Art. 17*
No later than 9 weeks before graduation date	Notification of decision of doctoral committee to PhD candidate and Dean	*UvA Doctorate Regulations* *Art. 22 and 23* *Appendix A + AMC Addendum question 8*
	Confirmation of graduation date by submitting signed draft title page	*UvA Doctorate Regulations* *Art. 25*
	Proposal for cum laude	*UvA Doctorate Regulations* *Art. 27*
No later than 4 weeks before graduation date	Submission printer's proof	Final digital version of PhD thesis for UvA-DARE
	Submit 12 copies to Office of Beadle	*UvA Doctorate Regulations* *Art. 30*
No later than 2 weeks before graduation date	Proposal for guest opponents and order of opposition	*AMC Further Regulations* *AMC Further Regulations*
Day of graduation ceremony	Conferral of the degree by Doctorate Board; Defense ceremony	*UvA Doctorate Regulations* *Art. 34, 35, 36, 37, 38, 39*

No line = PhD student's task

UvA related

AMC related