



Time schedule PhD candidates

YEAR 1	
At the start of the doctoral programme	Forms, appendices and background information
Register within MyPhD.	Registration MyPhD See also: - Doctoral Degree Regulations Articles 4 to 8 - Registration instructions - MyPhD guide for PhD candidates
Within three months from the start of the programme	
Complete TSA (Training and Supervision Agreement). Include mandatory courses 'Responsible Conduct of Research' and (if education tasks) educational training. Take into account the 4-eyes principle in supervision and agree on regular meetings.	MyPhD TSA template
In sixth month	Forms, appendices and background information
Submit a progress report on work completed and an overview of the courses taken and taught, to your supervisors.	A&D form if UU employee Progress Review form otherwise
First evaluation via 'light' progress review. Moment of reflection. If employed: progress review is Assessment & Development interview (A&D). <i>In case of unsatisfying results, make SMART agreements for next three months.</i>	
Supervisor sends signed report to HR (hr.geo@uu.nl) if UU employee or if formally registered as guest).	
In ninth month	Forms, appendices and background information
Second evaluation via progress review. Go/no-go. If employed: progress review is Assessment & Development interview (A&D). Have education training started (if education tasks). <i>Including decision on continuation after first year!</i>	A&D form if UU employee Progress Review form otherwise
Supervisor sends signed report to HR (hr.geo@uu.nl) if UU employee or if formally registered as guest).	
YEAR 2	
End of second year	Forms, appendices and background information
<i>Earth Sciences and Physical Geography:</i> Mid-term Progress Report Seminar (preferably before the A&D): Present progress and planning of your project to BegCom Receive evaluation and advice from BegCom	
Third evaluation via annual progress review. If employed: annual progress review is Assessment & Development interview (A&D).	A&D form if UU employee Progress Review form otherwise
Supervisor sends signed report to HR (hr.geo@uu.nl) if UU employee or if formally registered as guest).	

YEAR 3**End of third year****Forms, appendices and background information**

Fourth evaluation via annual progress review. If employed: annual progress review is Assessment & Development interview (A&D).
Set planning for fourth year.

[A&D form if UU employee](#)
[Progress Review form otherwise](#)

Supervisor sends signed report to HR (hr.geo@uu.nl) if UU employee or if formally registered as guest).

YEAR 4**Before starting the required actions upon completion PhD**

Have course certificate of mandatory course 'Responsible Conduct of Research' available (upload to MyPhD portfolio tab when available).

Forms etc: [MyPhD](#)

At least four months before the intended date of the PhD ceremony

Required actions to complete a PhD programme, see actions on [UU-website](#), under 'PhD candidate'