ENROLMENT

FIND A SUPERVISOR
The enrolment process starts with an agreement between you and a supervisor. The main supervisor has to be a professor at the faculty of Physical Education and Physiotherapy. Do you have an idea for a PhD and are looking for a supervisor? Take a look at our research groups here.

Discuss with your supervisor if you will be employed at the VUB in the context of your PhD. In that case, your enrolment as PhD student has to be finalized before the employment can start. The employment administration and student enrolment are two different processes - make sure to check the required documents for each process as they are not the same!

If your enrolment is urgent (< 1 month) because of a deadline in the employment process, please contact the faculty administration as soon as possible so both processes can be started simultaneously.

ONLINE REGISTRATION
You are 4 steps away from enrolment.

1. UPLOAD YOUR APPLICATION
Check the list of required documents.
In the faculty of Physical Education and Physiotherapy, that means:

- The "Application registration PhD" or "Application enrolment PhD" form, signed by your supervisor. The supervisor who signs the document will be your supervisor-spokesperson.
- First draft of a research proposal including:
  - Abstract (max. 250 words)
  - State of the art and study rationale
  - Research questions
  - Methodology and work plan, for this faculty that includes working titles for the scientific papers that will be part of the dissertation + timetable for the realization of each of those papers and the entire PhD
  - Initial plan on how you will fill the requirements for the mandatory doctoral school (concerning training and societal outreach)
  - Ethical and RDM obligations (if applicable)
- Curriculum Vitae
- Diploma, ID and ID picture
- Motivation letter if you have a non-Belgian degree

Submit your online application. PhD students can enrol all through the year.

2. SCREENING OF YOUR APPLICATION
The student administration will check if all required documents were uploaded and sends the application to the faculty for approval.

For students with a Flemish degree that gives direct access to the program, the faculty approval step can be skipped by sending the Application registration/enrolment PhD form to the faculty administration for a signature of the Dean and uploading this signed document in the application. The student administration will then directly finalize the process after screening.
DIRECT ACCESS TO A PHD IN REHABILITATION SCIENCES AND PHYSIOTHERAPY
- Master or Licentiate in Rehabilitation Sciences and Physiotherapy
- Licentiate in Motor Rehabilitation
- Master or Licentiate or GGS in Manual Therapy
- Master Neurological Rehabilitation
- Master Sports Rehabilitation

DIRECT ACCESS TO A PHD IN MOVEMENT AND SPORTS SCIENCES
- Licentiate in Physical Education
- Master in Physical Education and Movement Sciences
- Master in Movement and Sport Sciences
- European MBA Sports Management

FACULTY APPROVAL
The Faculty Doctoral Progress Monitoring Commission (CDO) will review your application based on your research proposal. The degrees with direct access (see above) will be automatically approved by the faculty administration.

FINALIZE THE PROCESS
The student administration will finalize your registration and will ask you to:
- ask confirmation at the institution where you received your highest degree
- electronically sign the student contract
- pay the tuition fee (calculation of the tuition fee)

Students with a Joint PhD normally only have to pay the tuition fee at their main institution.

TIMING
The entire enrolment process can take about a month. It may take longer if you do not upload all required documents or if you don't follow the steps to finalize your enrolment. It can be quicker if you have a degree that gives direct access, even quicker if you have a Flemish degree and upload the application form with a signature of the Dean.

Is your enrolment urgent or are you not sure of the status of your application? Please do not hesitate to contact the faculty administration.
**DURING YOUR PHD TRAJECTORY**

### AT THE START

**VUB E-MAIL**
Activate your VUB-account and check your e-mails regularly so you don’t miss invoices, feedback on progress reports and re-enrolment e-mails.

**INTRODUCTION DAY**
Attend the mandatory* introduction day for new PhD students.
* Exemption for students living abroad or full-time employed elsewhere

**UNPAID EMPLOYMENT**
In order to get access to PURE, you need an employment status at the VUB. If you do not have a paid employment for your PhD, the administration of the research group of your supervisor will contact you to set up an unpaid employment.

### YEARLY

**PROGRESS REPORT**
Submit a yearly progress report using the faculty template ([more information here](#)). You will get a reminder with the current template from the faculty administration. If you don’t submit a report, the Doctoral Progress Monitoring Commission may decide to not allow you to continue with your PhD. You don’t have to submit a progress report if you have already submitted your dissertation.

- Deadline: May 1st
- Second chance deadline: August 15th

If VUB is not your main institution, the template of your main institution can be used.

**RE-ENROL**
If your progress report is reviewed positively, you will get an e-mail with a link to re-enrol.
Re-enrolment is free but you must do this every academic year of your PhD.

### REGULARLY

**DOCTORAL SCHOOL**
Students who started their PhD in academic year 2019-2020 or later* are required to follow 30 credits in their doctoral school by the end of their PhD trajectory ([more information here](#)).
* Exemptions can be asked for. Read more at [student.vub.be/en/phd/doctoral-training#training-programme](#)

If VUB is not your main institution, you are exempt from the compulsory doctoral school. This exemption needs to be formalised using an online form.

**E-PORTFOLIO**
Track all activities (seminars, workshops, teaching, doctoral school courses,...) you participated in. Parts of the progress report will come from your portfolio. [More information](#).
PREPARATION

INTELLECTUAL PROPERTY RIGHTS

If your research has produced an interesting result, you are advised to contact VUB TechTransfer to determine whether your findings offer opportunities for development. Do this as soon as possible, but definitely before publishing your research. Your research results may then be evaluated and protected. After this procedure, you are free to publish your results or disseminate them by any other means.

PROOF OF COMPLETION OF YOUR DOCTORAL SCHOOL*

Provide your supervisor with proof that you completed the 30 credits of the doctoral school (from your e-portfolio) OR a plan on how you will finish this before submitting your PhD OR proof of your exemption.

Without this, the PhD exam commission cannot be approved.

* Only for students who started in academic year 2019-2020 or later

APPROVAL OF THE EXAMINATION BOARD

Your supervisor has to ask the Faculty Board for approval of the Examination Board by filling in an online form. The Examination Board has to be approved before you can submit your dissertation.

SUBMITTING YOUR DISSERTATION

ELECTRONICALLY

When the Examination Board has been approved, you will get access to the Canvas course "Submission PhD LK". Follow the instructions in the course to upload your dissertation. This electronic version will be sent to the jury members and supervisors.

Make sure to include the Form for digital submission of doctoral thesis, signed by you and your supervisor-spokesperson, to indicate if your thesis can be made public.

Make sure your title page includes the title of your dissertation and the authors (you and your supervisor(s)). You can use this template.

In the “comments” section of the submission, add if there are dates in the timeframe for the (private and public) defences that do NOT work for you or your supervisor(s) + add on which campus you prefer to do the dissertation(s) if they will take place at the VUB.

ON PAPER

Your dissertation only has to be submitted electronically. However, if one of the jury members asks for a paper version, we will contact you to provide one. You can then either bring a paper version to the faculty administration (in Jette or Etterbeek) or send the version yourself with signed post and you will be reimbursed for the postage costs.

If VUB is not your main institution, you only have to submit your dissertation at the main institution following their regulations. Contact the faculty administration to let them know you submitted your PhD.

TIMING

Start the preparation +/- 2 months before submitting your dissertation to avoid last-minute problems.
Submit your dissertation +/- 3 months before the planned end date of your PhD.

Do you plan to submit your dissertation during winter- or summer recess? Contact the faculty administration before, to make sure the administration is not closed during that time.
DEFENCE

INTERNAL PHD DEFENCE
For the internal PhD defence, you will present your PhD only to the exam commission and supervisors. The faculty administration will inform you and the jury members on the date, time and place of the defence. The exam commission decides on whether you can proceed to defend publicly, with or without changes to your dissertation.

During the internal PhD defence, the jury will discuss your Form digital availability of PhD thesis and if they agree with your choice, the chair of the jury will sign the form and send it back to you.

PUBLIC PHD DEFENCE
REGISTRATION AND TUITION
After confirmation from the chair of the jury that you can proceed with the public defence, the faculty administration will register you for the course "PhD defence". The Student administration will send you an invoice for this course. Calculation of the fee. Students with a Joint PhD normally only have to pay the tuition fee at the main institution. Check your joint PhD contract.

INVITATION
After confirmation from the chair of the jury that you can proceed with the public defence, the faculty administration will send you a template to make an invitation for your public PhD defence. You have to provide an abstract of your research and a short summary of your CV. The faculty administration will make up the invitation, send it to all faculty members at least 8 days before the defence and publish it on the VUB-website and on screens on the campus. The invitation made by your main institution can be sent to the faculty administration to distribute to all faculty members and to be published on the VUB-website. Make sure the VUB logo is on it!

PUBLIC PHD DEFENCE
You will present your PhD thesis, followed by discussion and questions from the jury members, supervisors and members of the public. The duration is 1 to 2 hours. The faculty administration will inform you and the jury members on the date, time and place of the defence.

RECEPTION
The public PhD defence is followed by a reception to celebrate. The organisation and financing is done by the department. Discuss with your supervisor who will organize and pay for the reception.

TIMING
The internal PhD defence should be no later than 2 months after you submitted your dissertation (excluding summer- and winter recess). The public PhD defence should happen within a month after the internal PhD defence.
AFTER THE PUBLIC PHD DEFENCE
Congratulations, doctor!

GRADUATION CERTIFICATE AND DIPLOMA
The faculty administration will register your graduation after receiving an official document from the chair of the jury. The student administration will send a digital graduation certificate to your VUB e-mail. This certificate is the legal equivalent of an official diploma until you get the official diploma.

You will be invited to the Graduation ceremony of our faculty in October of the next academic year. The official diploma can be picked up in +- November or December (you will be informed when it is available). It is possible to ask someone else to pick it up, if you provide a statement that you give this person permission and with a copy of your ID.

COPY FOR THE LIBRARY
Send the final version of your electronic dissertation to the faculty administration, with the Form digital availability of PhD thesis signed by the chair of the jury joined at the last page. The library will then also add your thesis to PURE.