

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

Contact the Researcher Training & Development Office as soon as possible to draw up a **contract** between the VUB and the other institution. You have to enrol at the VUB, even if the VUB is not your main institution
More information at student.vub.be/en/phd/joint-phd.



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
- **Research proposal** (max. 1,5 page): this includes an introduction with state of the art and study rationale + research questions + working titles for the scientific papers that will be part of the dissertation + timetable for the realisation of each of those papers and the entire PhD.
- **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
- European MBA Sports Management

3

FACULTY APPROVAL

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

4

FINALIZE THE PROCESS

The student administration will finalize your registration and may ask you to

- electronically sign the student contract
- come show your certificates
- 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.

JOINT
PHD



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



YEARLY



PROGRESS REPORT

Submit a yearly progress report using the faculty template. ([More information](#)) You will get a reminder with the current template from the faculty administration. If you don't submit a report, the PhD Progress Monitoring Commission may decide to not allow you to progress 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.

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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](#).

* 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](#).

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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](#).

SUBMITTING YOUR DISSERTATION



PREPARATION

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 document, the PhD exam commission cannot be approved.

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

APPROVAL OF THE EXAM COMMISSION

Your supervisor has to ask the Faculty Board for approval of the Exam Commission by [filling in an online form](#).
The Exam Commission has to be approved before you can submit your dissertation.



SUBMITTING YOUR DISSERTATION

ELECTRONICALLY

Go to the Canvas course "[Submission PhD LK](#)"
Follow the instructions in the course to upload your dissertation to Turnitin

ON PAPER

- Submit your dissertation at the faculty administration office: student.vub.be/en/lk#contact
- One paper version for every jury member and supervisor
- Include a list of addresses of the external jury members
- The faculty administration will send the dissertation to the jury members with a letter from the Dean.
- From here on, the chair of the jury will inform you on the further progress.

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.

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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.



INTERNAL PHD DEFENCE

For the internal PhD defence, you will present your PhD only to the exam commission and supervisors. The chair of the exam commission 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.

Check your Joint PhD contract to see if and where the internal defence has to take place.

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PHD



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.

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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, will send it to all faculty members at least 8 days before the defence and will 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!

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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 chair of the exam commission will inform you and the jury members on the date and location 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 graduation certificate to your **student post address** in +- 10 working days. [An online certificate can be asked for.](#) This certificate is the legal equivalent of an official diploma until you get the official diploma.

The official diploma will be handed to you on the graduation ceremony in November or December of the next academic year. 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 a paper version of your finished PhD to the faculty administration for the VUB library. Need help making a professional publication? [VUBPress can help you with that.](#)