

Checklist Admission new External PhD Candidates for Supervisors

Appointing an External/ Self- funded PhD candidate.

In alignment with the VU-wide regulations, at the School of Humanities, intended supervisors are considered responsible for initiating an admission check (via amongst others the GSH and the Faculty's Research Office).

Conditions for Admittance	The intended supervisors check that the conditions for admission, as stipulated by Article 8 of the VU's Doctorate Regulations , are met and if needed submit a request for dispensation at the dean's office, with the GSH in Cc.
Knowledge Security & International Collaboration Assessment	The intended supervisor follows up on the framework for knowledge security and international collaborations, by involving the School of Humanities knowledge safety representative and informing the GSH about the outcome of the knowledge security check: https://vu.nl/en/employee/onderwijs-en-onderzoeksbeleid/knowledge-security-for-vu-amsterdam-employees
Feasibility and Academic Level of the Research Proposal	The first (draft) research proposal is reviewed for feasibility and academic level by the intended supervisory team in collaboration with GSH. Usage is made of the GSH's Research Proposal Template .
Verification of English proficiency (if applicable).	The intended supervisor assesses the candidate's language level (as an indication: TOEFL 100 and/or IELTS 7.0), including speaking skills. The supervisor involves a colleague/independent party in this assessment. If the candidate has already demonstrated sufficient English proficiency in another way (e.g., completing an English-taught research master's or an English-taught master's thesis), this may be considered adequate verification.

Graduate School of Humanities

Tuition Fee	The intended supervisor follows the Tuition Fee Guidelines of the Graduate School of Humanities
Budget Plan for the PhD Trajectory	The intended supervisor and the candidate jointly prepare a budget plan showing how the research trajectory will be funded for its full duration (see Budget Plan).
Hora Finita	The external candidate will be registered in Hora Finita by the GSH after all criteria above have been met. The Hora Finita registration should include: • TSP • Research proposal (based on GSH template) • English proficiency verification • Advice regarding knowledge security/international collaborations • Budget plan • Details about the tuition fee/ tuition fee exemptions