

Flowchart for International PhD candidates with a Scholarship (IPS) trajectories

Stage	Action	Initiates action	Involved in process	Informed
	0 Prospective IPS approaches supervisor	IPS	IPS	
Selection	1 Supervisor downloads IPS selection checklist from FdM Radboudnet Selection procedure (research skills, academic writing, English skills, financial issues, evt. research proposal & research output)	Supervisor	Supervisor	
	2 Team of supervisors is finalized	Supervisor	Supervisor	
Admission	3 IPS admittance to the Doctoral School is requested	Supervisor	Head of Doctoral School	Doctoral Officer
	4 IPS is admitted to the Doctoral School, admittance letter is issued	Head of Doctoral School	Head of Doctoral School, Anneke Verbogt	Promotor, IPS, Doctoral Officer, Department secretary
	5 IPS and promotor negotiate financial agreement	Promotor	Finance department	Promotor, IPS, Doctoral Officer
	6 IPS agrees with the stipulations in the financial agreements	Supervisor	IPS	Finance department
	7 Letter of Acceptance is requested	Promotor	Tanja van Voorst	Doctoral Officer, Finance Department, Department secretary
	8 IPS applies for the scholarship/grant	IPS	IPS	
Preparation for arrival	9 Per Letter of Acceptance, IPS contacts supervisor, DS, P&O, Finance department once scholarship is secured and they have decided to start their trajectory at the IMR Supervisor checks whether IPS has contacted all the necessary departments	IPS	IPS and/or Supervisor(s)	DS, HR, Finance Department, Department secretary
	10 Visa procedures begin *)	HR	P&O	DS, HR, Finance Department, Department secretary
	11 IPS is allocated a u-number and password, email address	HR	IT department	
	12 IPS is allocated a profile page and access to department folder	Tanja van Voorst	Tanja van Voorst	
	13 IPS is allocated a room and computer	Department secretary	Department secretary	
	14 Financial agreements are made (re: scholarship, tuition fee, payment, PhD budget)	Supervisor	IPS, Supervisor, Finance Dept	Finance Department, DS
	15 IPS is allocated a PhD budget	Finance department	Finance department	DS, IPS, Supervisor
	16 IPS provided with info for the start of their trajectory	Doctoral School		Supervisor
	17 IPS applies for housing, via international office + own means	IPS	IPS, International Office	
Start	18 DS is informed about IPS arrival; regular DS processes begin	IPS / Supervisors / Department secretary	Doctoral Officer	
	19 IPS is registered in Hora Est	Doctoral Officer	Doctoral Officer IPS Supervisors	

*) Please note that visa procedures for non-EER candidates can take longer than 2 months.