

## PHD APPLICATION FOR ENROLMENT ROADMAP

### 1 OASIS

1. A **PhD application for enrolment** must be started by the **administrative supervisor responsible** via [Oasis](#). The administrative supervisor responsible enters all the necessary data with regard to the PhD (Dutch and English working title, members of the doctoral advisory committee, type of financing...). Please take into account the [faculty doctoral regulations](#) and the [deadlines](#) for finalizing the PhD application for enrolment in Oasis.
  - ✓ If three supervisors are proposed, a motivation is needed to demonstrate the specific expertise of each researcher.
  - ✓ If an [interdisciplinary PhD](#) or [Joint PhD](#) is applicable, please list all the members of the doctoral advisory committee. More specific, the supervisors and the members of the partner faculty or partner institution must also be registered in line with the agreement that will be drafted.
  - ✓ Proposing a **doctoral advisory committee (DAC)** is **mandatory**.
  - ✓ Proposing a **project counselor** is **mandatory**. The project counselor is an active professorial staff member affiliated with the faculty. He/she neutrally and independently monitors the PhD trajectory and the supervision of the doctoral student. At the end of the trajectory, the project counselor becomes the chair of the Examination Board. The role is designed as 'faculty mentor' in Oasis.
  - ✓ The commitment of the DAC and project counselor must be explored in advance by the administrative supervisor responsible.
2. The **PhD student** receives a link via email to the PhD application in Oasis, checks the entered information, and adds the requested details regarding their personal situation.
  - ✓ The PhD student uploads a curriculum vitae.
  - ✓ The PhD students uploads the final version of the [research proposal](#) after approval from the supervisor. The faculty doctoral committee evaluates all

aspects included in the template to determine whether they are sufficient for an initial startup meeting with the project counselor.

3. The **administrative supervisor responsible** submits the PhD application to the faculty via Oasis. The supervisor can ask for a PDF of the PhD application via [PhDGE@UGent.be](mailto:PhDGE@UGent.be).

Do you encounter problems with the Oasis application? Please contact the Oasis helpdesk via [helpdesk.oasis@ugent.be](mailto:helpdesk.oasis@ugent.be) or 0032 9 264 98 08.

The Oasis application can also be used by a proxy. The proxy sends an email to [aanvraag.proxy@ugent.be](mailto:aanvraag.proxy@ugent.be), with the administrative supervisor responsible in cc (UGent email address). The email includes the name of the proxy and the UGent ID of the proxy (accessible via the UGent telephone directory).

More information to start and submit a PhD application for enrolment can be found [here](#).

## 2 FACULTY

4. In its [next meeting](#), the Faculty Doctoral Committee will evaluate the PhD application. If the PhD application is approved, it will be listed on the agenda of the Faculty Council.
5. The PhD student and administrative supervisor responsible will be informed via email, as soon as the PhD application has been approved by the Faculty Council.
6. The PhD student can then proceed with the **final steps of the enrolment**. The PhD student is required to re-enroll each academic year until the doctoral thesis has been successfully defended.

Please contact [PhDGE@UGent.be](mailto:PhDGE@UGent.be) if you have questions regarding the PhD enrolment procedure at the Faculty of Medicine and Health Sciences.

### 3 START OF THE PHD TRAJECTORY

7. The PhD student, DAC and project counselor meet within one month after enrolment to discuss the research skills and competences that need to be achieved during the PhD trajectory. To discuss the expectations and responsibilities, the checklist '[Establishing a good relationship from the beginning](#)' from the [PhD Onboarding Track](#) offered by the [Doctoral School](#) can be used.

Furthermore, the DAC meets at least once a year in an **evaluation meeting** according to the [self-reflection report](#) that must be uploaded yearly in Oasis. The PhD student, in consultation with the supervisors and process counselor, takes timely initiative to organize the meeting. The project counselor draws up a report of the evaluation meeting according to the following [template](#).

PhD students with a first enrolment starting in the academic year 2024-2025 are required to maintain a PhD research portfolio. Based on this portfolio, the PhD student will demonstrate their level of independence, growth, and impact regarding the skills involved in the research cycle, and their professional development through various competencies. At the end of the PhD trajectory, the doctorate will be submitted based on this portfolio. Please consult the [faculty doctoral regulations](#) for the criteria.

The PhD research portfolio is available as a template via 'My PhD research portfolio' in [Plato](#).

My PhD research portfolio

8. PhD students must create a **data management plan (DMP)** at the start of their research and submit this plan no later than six months after their enrolment in the doctoral program, following the method determined by the Doctoral School. See [dmponline.be](#). PhD students are expected to keep their DMP up-to-date throughout the the project and be able to take account for the data management of their project at all times.
9. It is recommended to create an [ORCID](#), to which the PhD student's publications will be linked. All publications must also be uploaded to [UGent Biblio](#).