

Dear GHS students

From now on, to improve clarity and communication, the GHS Office will inform you by email if there are changes in our procedures or if we add new information on the GHS website.

Thank you for your attention.

Updated Doctoral Agreement and Progress Report forms:

- The forms for the Doctoral Agreement and Progress Reports were updated in April 2022. Please use the new forms for your next Doctoral Agreement and Progress Report. You can find the new forms [here](#).

Recognition of courses:

- When planning your courses and conferences, please pay attention to the recognition requirements described on the [GHS website](#).
- When applying for recognition of courses and conferences, please remember to send to the GHS Office the course or conference certificate and a proof of your active participation. You can find more information about the certificate requirements on the [GHS website](#).

Submission of PhD Degree Application and Thesis:

- Prior to the defense, you must hand in an electronic copy of your thesis. A hard copy is no longer needed prior to the defense. Please be aware that **it is still required to** hand in three paper-bound hard copies of the final version of your thesis within two weeks after your defense.
- If you plan to defend your thesis in July or August, please be aware that the defense date cannot be during the summer closure of the GHS. The summer closure this year is from July 21 to August 7, 2022.
- If you plan to defend in August or September, the deadline for submitting the application documents as well as for the assessments by the thesis advisor and co-referee is 8-9 weeks prior to the defense date instead of 6 weeks. **This is to make sure the dean is in place to approve the procedure for PhD defense.** The GHS secretariat will inform you about the exact deadline.
- Please find more information about the submission requirements [here](#).

Publications:

- A PhD candidate is required to submit at least three scientific papers to peer-reviewed journals. One paper for which the candidate is the first author must be accepted for publication. It has been specified that in case of a first shared authorship, two papers with a

shared authorship are required. Please find more information about the GHS publication requirements [here](#).

Supervision roles:

- Please pay attention to the specific roles of the different supervisors and thesis committee members described in the table on the [GHS website](#).

Kind regards,

GHS Team

EMAIL TO THESIS ADVISOR, CO-REFEREES, CO-THESIS ADVISORS, MENTORS AND AK + FK MEMBERS:

Dear GHS thesis advisors, co-referees, mentors, and Expert Committee members

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Updated Doctoral Agreement and Progress Report forms:

- The forms for the Doctoral Agreement and Progress Reports were updated in April 2022. The students should use the new forms for their next Doctoral Agreement and Progress Report. You can find the new forms [here](#).

Supervision roles:

- A PhD candidate is supervised by a thesis committee consisting of the advisor, a co-referee, a member of the appropriate GHS Expert Committee, and - for the FKIII candidates - a mentor. Please pay attention to the specific roles of the different thesis committee members described in the table on the [GHS website](#).

Defenses during summer:

- ~~If a student plans to defend in July or August, the defense date cannot be during the summer closure of the GHS. The summer closure this year is from July 21 to August 7, 2022.~~
- If a student plans to defend in August or September, the deadline for submitting the application documents as well as the assessments by the thesis advisor and co-referee is 8-9 weeks prior to the defense date instead of 6 weeks. This is to make sure the dean is in place to approve the procedure for PhD defense. The GHS secretariat will inform the student about the exact deadline.

Commented [FMB(1)]: Do they need this information?

Commented [TP2R1]: This is not necessary here.

Publications:

- A PhD candidate is required to submit at least three scientific papers to peer-reviewed journals. One paper for which the candidate is the first author must be accepted for publication. It has been specified that in case of a first shared authorship, two papers with a shared authorship are required. Please find more information about the GHS publication requirements [here](#).

Defense grading:

- Please note that it is the responsibility of the chair to make sure that only the questions of the examiners and the candidate's answers to these questions are considered in the grading

of the PhD defense (not questions from the public). The GHS Office will specify this to the GHS Representatives and mentors.