

## **Required documents for registration at Wageningen University:**

### **1) Copy of diplomas of higher education – before start of PhD period**

Please send [Heleen Schoenmaker](#) copies of your diplomas. PLEASE BE AWARE: You need to supply the documents in the original language, and an additional official English translation is required if the documents are not in English, Dutch, French, German, Spanish or (South)African. Please use the [checklist](#) to see which documents are needed in your case or have a look at the following website: <https://www.wur.nl/en/Education-Programmes/PhD-Programme/RequiredDocs.htm>.

### **2) Name of your promotor and intended start date of appointment**

When you send your documents, please state the name of your promotor and the intended start date of your appointment in the mail.

### **3) Proof of English Proficiency – before start of PhD period**

Please send [Heleen Schoenmaker](#) an internationally recognised certificate of proficiency in the English language. For more information on the type of tests and required scores, please see the following website: <https://www.wur.nl/en/Education-Programmes/PhD-Programme/English-language-requirements.htm>.

EXCEPTIONS: If you are Dutch OR from a Anglophone country OR have completed your higher education with English as the language of instruction (to be stated on the diploma or in an official letter), you do not have to show additional proof.

### **4) Copy of your (valid) ID card or passport – before start of PhD period**

Please send [Heleen Schoenmaker](#) a copy of your (valid) ID card or passport.

### **5) Your CV – before start of PhD period**

Please also send a copy of your CV to [Heleen Schoenmaker](#).

## **Required documents for registration at the Graduate School EPS:**

### **1) Individual Training and Supervision Plan (TSP) PART A – first day of PhD period**

You and your supervisor need to draw up a Training and Supervision Plan' (TSP), available via the [EPS website](#) under [EPS Documents](#). The first sheet of this Excel file gives an introduction on how to use this file. To start your registration, please fill in the required information on the sheet 'About PhD' on the first day of your appointment and subsequently forward this information to [Heleen Schoenmaker](#) or [Ria Fonteyn](#). It is possible to exclude the information about the External Advisor at this time.

### **2) Individual Training and Supervision Plan (TSP) Part B – within 3 months after start**

After the start of your PhD appointment you need to outline your training plan. The sheet 'Training' must contain a plan of your training activities, encompassing a minimum of 30 ECTS credits. More detailed information about the specifics of the training can be found on the EPS website under [TSP \(Training & Supervision Plan\)](#). To help you and your supervisors with filling in the TSP, you can also look at the sheet with 'Example Training' in the TSP file. Please send [Susan Urbanus](#) the whole TSP in excel format as well as the signed sheets 'About PhD' (including the required information of the external advisor), 'Supervision', 'Teaching' and 'Training' electronically within 3 months after the start. Please cc your promotor(s) and copromotor(s) in this e-mail.

### **3) PhD project proposal – within 3-6 months after start**

Please send [Ria Fonteyn](#) an electronic version of the signed proposal in the proper format, which you can find under [EPS Documents](#), within 3-6 months. If your PhD project is part of a larger grant, you can refer to this grant where appropriate, but please do not forget to send this grant proposal along with your PhD project proposal. Please cc your promotor(s) and copromotor(s) in this e-mail.

### **4) A 'passport-like' photo – within 3 months after start**

Please send [Heleen Schoenmaker](#) a good quality digital photo of yourself for the EPS archive.

**Heleen Schoenmaker & Ria Fonteyn**

Office assistance EPS

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**Dr. Susan Urbanus**

PhD Programme Coordinator & PhD Advisor

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