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Roadmap and step -by -step plan to start a doctorate at Ghent university

In order to start a doctorate at Ghent University in a smooth way, a step-by-step plan was developed for PhD candidates. They can go through this plan at there own pace. Hereby the PHD candidate receives tailor-made information at a time in which the information provided is the most relevant. Both the promoter and PhD candidate always have a good view of the phase in which the PhD candidate is in their journey to Ghent University. All steps to be taken can be found clearly via the PHD Roadmap at the webpage of Ghent University. This roadmap is part of the Lifecycle@Ghent University and gives a visual overview of all the phases an international PhD candidate goes through - from the first preparation to the welcome at Ghent University. Below is a written explanation with all necessary steps and useful links.

Prior to initiating the step-by-step, it is essential to know that as a PhD candidate you can be registered at Ghent University under different status. Knowing your status is important to smoothly register at Ghent University. All PhD candidates have to be registered as PhD students.

Phase 1 and 2: Pre-registration and registration

The pre-registration and registration phase helps in determining under which status you, as a PhD candidate, will join Ghent University:

- **Full or degree seeking PhD Candidate**: You register and aim to obtain a doctoral diploma at Ghent University.
    - You pay an enrolment fee and often also a bench fee.
    - Make sure you have sufficient financial resources.
    - Depending on your funding source you will only be registered as a doctoral student or also as a Scholarship Holder or Employee. In doubt: ask your promoter.

  In this phase of the step-by-step plan of a full or degree seeking PhD candidate, you will also receive more information on research topics, promotors, funding sources and opportunities before being guided to the actual registration process.

  Steps to take:

  1. Define a research topic via UGent Research Explorer.

  2. Find an UGent promoter via the researchers database.

  3. Search for funding for your PhD.

  4. Get registered.

- **Exchange of Visiting PhD Candidate**: You remain a student at your home institution but perform (part of) your research in Ghent.

  Steps to take:

  1. Get in touch with a UGent researcher via the researchers database.

  2. Get registered.

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Phase 3 and 4: Pre-enrolment and enrolment

After the pre-registration and registration phase you can start the next steps in your journey to Ghent University. This includes practical and administrative steps. Notice that depending on your status the steps to take might differ.

- **Full or degree seeking PhD Candidate**

  Define your status. In doubt ask advice from your promoter. We kindly offer you tailormade information on banking, cost of living, enrolment, health care, housing, insurance, visa and preparing your stay.

  More information for:

  - PhD candidate only
  - PhD candidate and Ghent University scholarship holder
  - PhD candidate and employee
- **Exchange of Visiting PhD Candidate**
  We kindly offer you tailormade information on banking, cost of living, enrolment, health care, housing, insurance, visa and preparing your stay.

Phase 5: Pre-arrival

After completing phases 1 to 4, this phase will help you in preparing your travel and the first working day. Depending on your status the checklist might be different. Checklist for preparing your stay as:

- a Full or degree seeking PhD Candidate
- an Exchange or Visiting PhD Candidate

Contact & Support

Do you have questions or do you doubt which phase you are in? Contact Doctoral School. Always state your name, your promoter and the phase of the roadmap you are in.

More background info: Roadmap International Researchers Guide.