

### Application for admission to the doctoral programme

1. Your **application for enrolment** must be started by the **administrative responsible promoter** via oasis: <https://oasis.ugent.be>

- > STEP 1: The supervisor responsible for administration enters all necessary data with regard to the doctorate (subject, supervisors, type of financing, etc ...)
- > STEP 2: The candidate receives the application via e-mail, checks the entered data and adds the requested information regarding his / her personal situation
- > STEP 3: When all data and documents are added in OASIS, the supervisor responsible for administration submits the application to the faculty

!! A few **important tips** to take into account before registration:

- Please take into account the **deadlines for completing the application for enrolment in oasis**: [Deadlines completing application for enrolment in oasis](#)
  - > The doctoral committee on which these applications are assessed only meets once a month. Only after approval by this committee you can continue your registration procedure.
  - > Please note: the submission process for the registration in oasis takes some time and effort, as certain matters must be completed by the promoter and others by the doctoral student. The faculty can only submit an application to the doctoral committee if your file is complete.
- **Before** your administratively responsible promoter can start the application procedure, he / she **must have the following necessary information**:
  - ✓ During the online application, you will be required to upload **your basic diploma and transcripts (or diploma supplement)**. Note that you will need to add an **official translation** of these documents, if the originals are not issued in either Dutch, French, German or English.
  - ✓ Before starting the application procedure, you must decide the **details** of the doctorate together with your supervisor: the intended doctoral degree, the research theme, the Doctoral School of your preference, the names and e-mail addresses of the other promoters or doctoral advisory committee members, etc. ...
  - ✓ Make sure that a **preliminary advise** has been obtained from the **human ethics committee** if this is required for your doctorate, or that an advise has been requested from the veterinary ethics committee.
  - ✓ Summarise your **project** as **concretely** and as **clearly** as possible using this [template](#) (max. 1 page). We strongly advise that your supervisor review the application critically to ensure that the research questions, methods, numbers, timeline, etc. are clearly formulated.
  - ✓ If three supervisors are appointed, make sure to sufficiently justify the need for appointing three supervisors, highlighting the specific expertise of each.
- Do you have **problems** with the OASIS application?  
Contact the **helpdesk**: [helpdesk.oasis@ugent.be](mailto:helpdesk.oasis@ugent.be) - TEL: 09 264 98 08
- You could find more information about this procedure here: [Application for enrolment](#)

2. The **Doctoral Committee** will evaluate your doctoral application in detail. Clarifications will be requested before approval is given.
3. If the Doctoral Committee approved your application it will appear on the **Faculty Board**.
4. You will get an **email** if the Faculty Board approved your application. PhD Admission will email you an official **letter of admission**, signed by the Registrar.
5. After this admission you will be able to enrol. To enrol at Ghent University, you must **personally go to the Registrar's office**: [Registrar's Office](#)

If you would like to do a **joint PhD** or **interdisciplinary PhD**, please contact jointphd first at [jointphd@ugent.be](mailto:jointphd@ugent.be)

-> If you have questions about this procedure? Please contact [PhdGE@ugent.be](mailto:PhdGE@ugent.be)