

Protocol for PhD-registration extension

PhD candidates commonly are registered for a period of four year when starting their PhD research. In practice the vast majority of PhD candidates requires extensions to complete their research. Following the TGS charter and the PhD charter UT, ITC applies a maximum PhD-registration period of six year. Only in exceptional cases the dean can decide to allow extension beyond this period.

Protocol for extension requests until 6 year

The ITC research program facilitates making of extensions by allowing two extensions after the four year registration period.

The first extension, after the fourth year of registration, stretches the entire fifth year, but automatically ends when graduation takes place within the fifth year. Once the doctoral defence date is set the registration end date at ITC is adjusted accordingly. A second extension can be granted and stretches the entire sixth year of research and automatically ends when graduation takes place within the sixth year. If the dissertation is not yet approved by the supervisors three months before the registration end date then the supervisors are consulted by the research coordinator. They should confirm that the dissertation is very likely to be approved before the registration end date. In this case, the registration will be extended until the defence date. In case the dissertation cannot be approved the PhD candidate receives a letter/email (with a cc. to the supervisors) stating that registration at ITC will end subsequent to the registration end date.

Protocol for extension and renewed registration beyond the sixth year

An extension beyond the sixth year is possible in exceptional cases. The dean can decide to allow extension beyond this period. A request for extension should be forwarded by the promotor in writing to the dean, with a cc. to the portfolio holder research and the research coordinator. A decision in writing on the request will be sent to the promotor and PhD candidate within 10 working days.

A renewed registration at ITC is possible under the constraint that the dissertation is completed and that the dissertation will be approved by the promotor at reregistration. The dean, the portfolio holder research and the research coordinator will be consulted for reregistration.

The decision on extension or renewed registration will be forwarded to BOOZ for further action and registration in SIS. In case of renewed registration the formal procedure to the doctoral defence is started immediately. The period of reregistration lasts until the defence data. Announcement of the defence date at the ITC website is done after approval forms of all committee members have been received by the Secretary of the Graduation Committee.