

CHECKLIST FOR A POSTDOCTORATE

The following deadlines apply to the postdoctorate:

When	What	Send to:
Before the start of the postdoctorate (if applicable)	<input type="checkbox"/> Job description <input type="checkbox"/> Personal information sheet, copy ID/passport, diploma, CV, application, letter of motivation, admission, employment contract, foto	PrP to HRd
First six months	Signed by first supervisor and doctoral candidate <input type="checkbox"/> Job description <input type="checkbox"/> Postdoctoral Agreement (PDA) <ul style="list-style-type: none"> <input type="checkbox"/> Postdoc project proposal <input type="checkbox"/> Beginning of the postdoctorate (date) <input type="checkbox"/> Conditions of employment <input type="checkbox"/> Funding plan 	PrP to HRd
22 months after at the latest	Written information (e-mail suffices) about the prolongation (or not) of the employment	PrP to PDo
24 months after at the latest	<input type="checkbox"/> First status review meeting If necessary, update of the PDA concerning: <input type="checkbox"/> Postdoctoral qualification	PrP to HRd
Annually	Status review meeting, incl. invitation to meeting and documentation in DA	PrP to HRd

Abbreviations:

StEV: Stellenverantwortliche/r = PrP = Person responsible for position

HRd: decentralized HR

PDo: Postdoc

PDA: Doctoral Agreement