# Checklist for a Doctorate

The following deadlines apply to the doctorate:

<table>
<thead>
<tr>
<th>When</th>
<th>What</th>
<th>Send to:</th>
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| **Before the start of the doctorate (if applicable)** |☐ Job description  
☐ Personal information sheet, copy ID/passport, diploma, CV, application, letter of motivation, admission, foto  
☐ Contract cotutelle de thèse | PrP to HRd |
| |☐ Entry interview (if not already during application procedure, including clarification of conditions of employment)  
☐ Matriculation | |
| | | Signed by first supervisor and doctoral candidate |
| |☐ Job description  
☐ Doctoral Agreement (DA)  
☐ Thesis proposal  
☐ Doctoral/PhD subject  
☐ Beginning of the doctorate (date)  
☐ Conditions of employment  
☐ Funding plan  
☐ Admission requirements and indiv. study plan | PrP to HRd |
| **First six months** | Written information (e-mail suffices) about the prolongation (or not) of the employment | PrP to Doc |
| **Ten months after at the latest** | Update of DA concerning:  
☐ Second supervisor  
☐ External expert and function  
☐ Conditions  
☐ Expected submission date of thesis (date)  
☐ Publication activities | PrP to HRd |
| **One year after at the latest (according to the PO/Doctoral Regulation of the Faculty)** | Status review meeting, incl. invitation to meeting and documentation in DA | PrP to HRd |
| **Annually** | | |

Abbreviations:  
PrP = Person responsible for position  
HRd: decentralized HR  
Doc: Doctoral candidate  
DA: Doctoral Agreement  

4. Februar 2020