

CHECKLIST FOR A DOCTORATE

The following deadlines apply to the doctorate:

When	What	Send to:
Before the start of the doctorate (if applicable)	<input type="checkbox"/> Job description <input type="checkbox"/> Personal information sheet, copy ID/passport, diploma, CV, application, letter of motivation, admission, foto <input type="checkbox"/> Contract cotutelle de thèse	PrP to HRd
First six months	<input type="checkbox"/> Entry interview (if not already during application procedure, including clarification of conditions of employment) <input type="checkbox"/> Matriculation Signed by first supervisor and doctoral candidate <input type="checkbox"/> Job description <input type="checkbox"/> Doctoral Agreement (DA) <ul style="list-style-type: none"> <input type="checkbox"/> Thesis proposal <input type="checkbox"/> Doctoral/PhD subject <input type="checkbox"/> Beginning of the doctorate (date) <input type="checkbox"/> Conditions of employment <input type="checkbox"/> Funding plan <input type="checkbox"/> Admission requirements and indiv. study plan 	PrP to HRd
Ten months after at the latest	Written information (e-mail suffices) about the prolongation (or not) of the employment	PrP to Doc
One year after at the latest (according to the PO/Doctoral Regulation of the Faculty)	Update of DA concerning: <ul style="list-style-type: none"> <input type="checkbox"/> Second supervisor <input type="checkbox"/> External expert and function <input type="checkbox"/> Conditions <input type="checkbox"/> Expected submission date of thesis (date) <input type="checkbox"/> Publication activities 	PrP to HRd
Annually	Status review meeting, incl. invitation to meeting and documentation in DA	PrP to HRd

Abbreviations:

PrP = Person responsible for position

HRd: decentralized HR

Doc: Doctoral candidate

DA: Doctoral Agreement