

| | | Please note: During the period from July 15 to August 20, there will be no pre defence or public defence. | Timing defence | March | April | May | June | August | August | September | November | December | January '27 | February '27 | March '27 |
|--|---|---|----------------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|-------------|--------------|------------|
| | | | Timing faculty board | December | January | February | March | April | May | June | August | September | October | November | December |
| FASE: APPROVAL BY DOCTORAL SCHOOL BOARD (DS S&T) | Initiator | Task | DEADLINES | | | | | | | | | | | | |
| | Doctoral Candidate | Complete your doctoral school portfolio based on the minimal requirements you need to fulfil. Afterwards, apply for approval from the Doctoral School Board (even if you do not have to fulfil the doctoral school requirements entirely). Questions about this? Contact Kirsten Braem. Before defending your thesis, approval by the Doctoral School Board, the doctoral committee and the doctoral jury is required. | | 01-11-2025 | 13-12-2025 | 10-01-2026 | 07-02-2026 | 14-03-2026 | 11-04-2026 | 16-05-2026 | 18-07-2026 | 08-08-2026 | 12-09-2026 | 10-10-2026 | 07-11-2026 |
| | Doctoral school board | If the minimal requirements of the DS S&T have been met, the faculty liaison doctoral schools (Kirsten Braem) will inform the doctoral candidate and the promoter of the decision of the DS Board. | Max. 2 weeks | 15-11-2025 | 27-12-2025 | 24-01-2026 | 21-02-2026 | 28-03-2026 | 25-04-2026 | 30-05-2026 | 01-08-2026 | 22-08-2026 | 26-09-2026 | 24-10-2026 | 21-11-2026 |
| | Promoter | The promoter verifies that approval from the doctoral school has been obtained. If not, the promotor contacts the faculty liaison DS (Kirsten Braem) since the end phase can't start before the approval. | | 22-11-2025 | 03-01-2026 | 31-01-2026 | 28-02-2026 | 04-04-2026 | 02-05-2026 | 06-06-2026 | 08-08-2026 | 29-08-2026 | 03-10-2026 | 31-10-2026 | 28-11-2026 |
| FASE: APPROVAL BY DOCTORAL COMMITTEE | Doctoral Candidate | The doctoral student submits a preliminary draft of the doctoral thesis to the members of the doctoral committee. | | 01-11-2025 | 13-12-2025 | 10-01-2026 | 07-02-2026 | 14-03-2026 | 11-04-2026 | 16-05-2026 | 18-07-2026 | 08-08-2026 | 12-09-2026 | 10-10-2026 | 07-11-2026 |
| | Doctoral Committee | The members of the doctoral committee have one month to assess the thesis. The doctoral committee provides its remarks regarding the defendability to the promoter. In addition, the members of the doctoral committee submit their remarks regarding adaptations to improve the thesis text to the doctoral candidate and the promoter. | Max. 1 month | 01-12-2025 | 12-01-2026 | 09-02-2026 | 09-03-2026 | 13-04-2026 | 11-05-2026 | 15-06-2026 | 17-08-2026 | 07-09-2026 | 12-10-2026 | 09-11-2026 | 07-12-2026 |
| | Doctoral Candidate | After approval by the doctoral committee, the doctoral candidate implements the adaptations in consultation with the promoter. | 4 weeks | 29-12-2025 | 09-02-2026 | 09-03-2026 | 06-04-2026 | 11-05-2026 | 08-06-2026 | 13-07-2026 | 14-09-2026 | 05-10-2026 | 09-11-2026 | 07-12-2026 | 04-01-2027 |
| FASE: APPROVAL BY FACULTY AND RECTOR | Doctoral Candidate Promoter | The doctoral student can only start the end phase in My Doctoral File if the following conditions have been met: - Approval Doctoral School - The doctoral file in het application "My Doctoral File" has the status: "Approved by the Faculty Board" The doctoral student can now follow the end phase procedure in My Doctoral File: enter details of the doctoral defence (title, date, ...) and the constitution of the doctoral jury. The doctoral student forwards the file to the promoter who reviews and confirms all the information. <u>The promoter must definitely forward the file to the Faculty by the date indicated in the columns to the right of this timetable.</u> The sooner you can start the end phase in My Doctoral File the better: informal contacts with the jury members are best started earlier. | | 01-12-2025 | 12-01-2026 | 09-02-2026 | 09-03-2026 | 13-04-2026 | 11-05-2026 | 15-06-2026 | 17-08-2026 | 07-09-2026 | 12-10-2026 | 09-11-2026 | 07-12-2026 |
| | Faculty Council | Approval of the composition of the jury by the Faculty Board. | | 08-12-2025 | 19-01-2026 | 16-02-2026 | 16-03-2026 | 20-04-2026 | 18-05-2026 | 22-06-2026 | 24-08-2026 | 14-09-2026 | 19-10-2026 | 16-11-2026 | 14-12-2026 |
| | Rector (and any colleagues involved) | Approval of the composition of the jury by the rector and, if applicable, the rector of another Flemish university. | Max. 3 weeks | 29-12-2025 | 09-02-2026 | 09-03-2026 | 06-04-2026 | 11-05-2026 | 08-06-2026 | 13-07-2026 | 14-09-2026 | 05-10-2026 | 09-11-2026 | 07-12-2026 | 04-01-2027 |
| | Faculty Secretariat | The faculty will send an email to the doctoral student with the steps to take, with the promoter in copy. | | 29-12-2025 | 09-02-2026 | 09-03-2026 | 06-04-2026 | 11-05-2026 | 08-06-2026 | 13-07-2026 | 14-09-2026 | 05-10-2026 | 09-11-2026 | 07-12-2026 | 04-01-2027 |
| FASE: APPROVAL BY DOCTORAL JURY | Doctoral Candidate Promoter Faculty Secretariat | Submit the doctoral thesis for assessment to all members of the jury and inform the secretariat (phdmanagement_dsst@uhasselt.be). The thesis is sent as a PDF by email to the members of the jury by the promoter. The faculty secretariat will send the assessment form to the jury members. | | 29-12-2025 | 09-02-2026 | 09-03-2026 | 06-04-2026 | 11-05-2026 | 08-06-2026 | 13-07-2026 | 14-09-2026 | 05-10-2026 | 09-11-2026 | 07-12-2026 | 04-01-2027 |
| | Promoter Faculty Secretariat | CHEMISTRY & BIOLOGY* (except Joint PhD's with another institute as main institution): The promoter determines a date for the pre-defence, at least 4 weeks after the delivery of the thesis to the jury members, and informs the Faculty Secretariat. | | 29-12-2025 | 09-02-2026 | 09-03-2026 | 06-04-2026 | 11-05-2026 | 08-06-2026 | 13-07-2026 | 14-09-2026 | 05-10-2026 | 09-11-2026 | 07-12-2026 | 04-01-2027 |
| | Faculty Secretariat | Once the promoter has notified the date of the predefence, the faculty secretariat books a meetingroom and invites the doctoral student and the jury members to the pre-defence. | | 29-12-2025 | 09-02-2026 | 09-03-2026 | 06-04-2026 | 11-05-2026 | 08-06-2026 | 13-07-2026 | 14-09-2026 | 05-10-2026 | 09-11-2026 | 07-12-2026 | 04-01-2027 |
| | Doctoral Jury | CHEMISTRY & BIOLOGY*: The jury members have four weeks to assess the thesis. At the latest 24h before the pre-defence, every jury member sends the 'thesis assesment form' to the Faculty (phdmanagement_dsst@uhasselt.be) and the promoter. | 1 month | 27-01-2026 | 10-03-2026 | 07-04-2026 | 05-05-2026 | 09-06-2026 | 07-07-2026 | 11-08-2026 | 13-10-2026 | 03-11-2026 | 08-12-2026 | 05-01-2027 | 02-02-2027 |
| | Doctoral Candidate | CHEMISTRY & BIOLOGY*: EARLIEST POSSIBLE PRE-DEFENCE DATE | | 28-01-2026 | 11-03-2026 | 08-04-2026 | 06-05-2026 | 10-06-2026 | 08-07-2026 | 21-08-2026 | 14-10-2026 | 04-11-2026 | 09-12-2026 | 06-01-2027 | 03-02-2027 |
| | Doctoral Jury | CHEMISTRY & BIOLOGY*: Before the start of the preliminary defence, the (co)promoter is appointed as reporter. | | 28-01-2026 | 11-03-2026 | 08-04-2026 | 06-05-2026 | 10-06-2026 | 08-07-2026 | 21-08-2026 | 14-10-2026 | 04-11-2026 | 09-12-2026 | 06-01-2027 | 03-02-2027 |
| | Doctoral Jury Promoter | CHEMISTRY & BIOLOGY*: If all jury members agree with the content at the pre-defence, the promoter and jury members determine the final date and time of the public defence together. | | 28-01-2026 | 11-03-2026 | 08-04-2026 | 06-05-2026 | 10-06-2026 | 08-07-2026 | 21-08-2026 | 14-10-2026 | 04-11-2026 | 09-12-2026 | 06-01-2027 | 03-02-2027 |
| | Promoter | CHEMISTRY & BIOLOGY*: Within 24 hours after the pre-defence, the reporter provides the jury members, the faculty secretariat and the doctoral student with a summary report of the agreements. | | 29-01-2026 | 12-03-2026 | 09-04-2026 | 07-05-2026 | 11-06-2026 | 09-07-2026 | 22-08-2026 | 15-10-2026 | 05-11-2026 | 10-12-2026 | 07-01-2027 | 04-02-2027 |
| | Doctoral Candidate | The doctoral candidate implements the adaptations, taking into account the remarks of the summary report of the pre-defence, in consultation with the promoter. | 2 weeks | 12-02-2026 | 26-03-2026 | 23-04-2026 | 21-05-2026 | 25-06-2026 | 23-07-2026 | 05-09-2026 | 29-10-2026 | 19-11-2026 | 24-12-2026 | 21-01-2027 | 18-02-2027 |
| Promoter | The promoter verifies whether or not the doctoral candidate has complied with all the agreed-upon comments. | | 12-02-2026 | 26-03-2026 | 23-04-2026 | 21-05-2026 | 25-06-2026 | 23-07-2026 | 05-09-2026 | 29-10-2026 | 19-11-2026 | 24-12-2026 | 21-01-2027 | 18-02-2027 | |
| Doctoral Candidate | The doctoral candidate informs the jury members of the changes that have been made. | | 12-02-2026 | 26-03-2026 | 23-04-2026 | 21-05-2026 | 25-06-2026 | 23-07-2026 | 05-09-2026 | 29-10-2026 | 19-11-2026 | 24-12-2026 | 21-01-2027 | 18-02-2027 | |
| FASE: ADMINISTRATIVE FOLLOW-UP AND PREPARATION PhD DEFENCE | Doctoral Candidate | Contact the student administration office (phdstudentadministration@uhasselt.be) at least six weeks before defending the thesis to arrange the final registration payment. | | 25-01-2026 | 08-03-2026 | 05-04-2026 | 03-05-2026 | 10-07-2026 | 10-07-2026 | 09-08-2026 | 11-10-2026 | 01-11-2026 | 06-12-2026 | 03-01-2027 | 31-01-2027 |
| | Doctoral Candidate | The doctoral candidate informs the faculty secretariat (phdmanagement_dsst@uhasselt.be) regarding the date and time of the defence. | | 28-01-2026 | 11-03-2026 | 08-04-2026 | 06-05-2026 | 10-06-2026 | 08-07-2026 | 21-08-2026 | 14-10-2026 | 04-11-2026 | 09-12-2026 | 06-01-2027 | 03-02-2027 |
| | Doctoral Candidate Faculty Secretariat | The doctoral candidate will receive an email from the secretariat with further guidelines on organising the public defence. The faculty secretariat informs the chairman about the date of the public defence. | | 28-01-2026 | 11-03-2026 | 08-04-2026 | 06-05-2026 | 10-06-2026 | 08-07-2026 | 21-08-2026 | 14-10-2026 | 04-11-2026 | 09-12-2026 | 06-01-2027 | 03-02-2027 |
| | Doctoral Candidate | More information about the layout of your PhD thesis, as well as the submission and printing regulations and the invitations, can be found here (read this carefully!): https://www.uhasselt.be/en/research/phd/current-phd-students/step-by-step-plan-per-year/preparing-your-phd-thesis# Please note: The Faculty of Sciences has determined that all doctoral students within the faculty, regardless of discipline, must provide a printed copy of the doctoral thesis for all jury members, including the chair, as well as one copy for the relevant research group. (<i>see faculty addendum</i>) | | 01-02-2026 | 15-03-2026 | 12-04-2026 | 10-05-2026 | 17-07-2026 | 17-07-2026 | 16-08-2026 | 18-10-2026 | 08-11-2026 | 13-12-2026 | 10-01-2027 | 07-02-2027 |
| | Doctoral Candidate | Four weeks before the defence, you must send your cover, title page, first page, and invitation to kredietcelCAD@uhasselt.be, phdmanagement_dsst@uhasselt.be, phdstudentadministration@uhasselt.be, and PhD@uhasselt.be. (see step 5 of the step-by-step plan/year 4). | | 08-02-2026 | 22-03-2026 | 19-04-2026 | 17-05-2026 | 24-07-2026 | 24-07-2026 | 23-08-2026 | 25-10-2026 | 15-11-2026 | 20-12-2026 | 17-01-2027 | 14-02-2027 |
| | Doctoral Candidate | Send invitations for the defence to the members of your own faculty/research group, contacts, network, family, etc. | | 08-02-2026 | 22-03-2026 | 19-04-2026 | 17-05-2026 | 24-07-2026 | 24-07-2026 | 23-08-2026 | 25-10-2026 | 15-11-2026 | 20-12-2026 | 17-01-2027 | 14-02-2027 |
| | Faculty Secretariat | After being informed with the practical details, the faculty secretariat invites the jury members to the public defence. The faculty offers, if desired, support in organising travel and hotel reservations for external jury members. | | 08-02-2026 | 22-03-2026 | 19-04-2026 | 17-05-2026 | 24-07-2026 | 24-07-2026 | 23-08-2026 | 25-10-2026 | 15-11-2026 | 20-12-2026 | 17-01-2027 | 14-02-2027 |
| | Doctoral Candidate | Submit the document 'Press coverage PhD research' to nieuws@uhasselt.be and tine.cox@uhasselt.be (in cc). (see step 6 of the step-by-step plan/year 4). | | 22-02-2026 | 05-04-2026 | 03-05-2026 | 31-05-2026 | 07-08-2026 | 07-08-2026 | 06-09-2026 | 08-11-2026 | 29-11-2026 | 03-01-2027 | 31-01-2027 | 28-02-2027 |
| | Doctoral Candidate | Submit the final version of the thesis to the jury members at least seven working days before the defence. If the jury member will physically attend the public defence, please hand over the paper copy there. Sending a digital thesis is adequate. | | 01-03-2026 | 12-04-2026 | 10-05-2026 | 07-06-2026 | 14-08-2026 | 14-08-2026 | 13-09-2026 | 15-11-2026 | 06-12-2026 | 10-01-2027 | 07-02-2027 | 07-03-2027 |
| | Doctoral Candidate | Earliest possible doctoral defence date. Don't forget to take a photo of yourself with your jury members on the day of your defence. Please send this photo to tine.cox@uhasselt.be (staff member communications & marketing) on the day of your defence or at the latest the day after. Good luck! | | 08-03-2026 | 19-04-2026 | 17-05-2026 | 14-06-2026 | 21-08-2026 | 21-08-2026 | 20-09-2026 | 22-11-2026 | 13-12-2026 | 17-01-2027 | 14-02-2027 | 14-03-2027 |
| | Doctoral Candidate | Latest possible doctoral defence date. | | 07-12-2026 | 18-01-2027 | 15-02-2027 | 15-03-2027 | 19-04-2027 | 17-05-2027 | 21-06-2027 | 23-08-2027 | 13-09-2027 | 18-10-2027 | 15-11-2027 | 13-12-2027 |

* For doctoral students in the departments of Biology and Chemistry, it is stipulated that a preliminary defence will be organized. The exception are the joint doctorates, where UHasselt is not the main institution.