

		<p style="text-align: center;">Please note: During the period from July 15 to August 20, there will be no pre defence or public defence.</p>		Timing defence	March	April	May	June	August	August	September	October	November	December	January '27	February '27	March '27
					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		
FASE: APPROVAL BY DOCTORAL COMMITTEE	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		
	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		
FASE: APPROVAL BY FACULTY AND RECTOR	Doctoral Candidate	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"		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		
	Promoter	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 promotor who reviews and confirms all the information. <u>The promotor must definitely forward the file to the Faculty by the date indicated in the columns to the right of this timetable.</u>		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 promotor 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	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 promotor. 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	CHEMISTRY & BIOLOGY* (except Joint PhD's with another institute as main institution): The promotor 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 promotor 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 promotor.	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 promotor 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 promotor.	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		
FASE: ADMINISTRATIVE FOLLOW-UP AND PREPARATION PHD DEFENCE	Promoter	The promotor 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		
	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	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. (see faculty addendum)		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 , <a															