

		Please note: During the period from July 15 to August 20, there will be no public defence.	Timing defence	March	April	May	June	August	August	September October	November	December	January '27	February '27	March '27
			Timing faculty board	December	January	February	March	April	May	June	August	September	October	November	December
		Task	DEADLINES												
FASE: APPROVAL BY DOCTORAL SCHOOL BOARD (DS S&T)	Initiator														
	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.		1-11-2025	13-12-2025	10-1-2026	7-2-2026	14-3-2026	11-4-2026	16-5-2026	18-7-2026	8-8-2026	12-9-2026	10-10-2026	7-11-2026
	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	24-1-2026	21-2-2026	28-3-2026	25-4-2026	30-5-2026	1-8-2026	22-8-2026	26-9-2026	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	3-1-2026	31-1-2026	28-2-2026	4-4-2026	2-5-2026	6-6-2026	8-8-2026	29-8-2026	3-10-2026	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.		1-11-2025	13-12-2025	10-1-2026	7-2-2026	14-3-2026	11-4-2026	16-5-2026	18-7-2026	8-8-2026	12-9-2026	10-10-2026	7-11-2026
	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 both the doctoral candidate and the promoter.	Max. 1 month	1-12-2025	12-1-2026	9-2-2026	9-3-2026	13-4-2026	11-5-2026	15-6-2026	17-8-2026	7-9-2026	12-10-2026	9-11-2026	7-12-2026
	Doctoral Candidate	After approval by the doctoral committee, the doctoral candidate implements the adaptations in consultation with the promoter.	4 weeks	29-12-2025	9-2-2026	9-3-2026	6-4-2026	11-5-2026	8-6-2026	13-7-2026	14-9-2026	5-10-2026	9-11-2026	7-12-2026	4-1-2027
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 promotor who reviews and confirms all the information. The promotor must definitely forward the file to the Faculty by the date indicated in the columns to the right of this timetable!		1-12-2025	12-1-2026	9-2-2026	9-3-2026	13-4-2026	11-5-2026	15-6-2026	17-8-2026	7-9-2026	12-10-2026	9-11-2026	7-12-2026
		The sooner you can start the end phase in My Doctoral File the better: informal contacts with the jury members are best started earlier.													
	Faculty Council 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	9-2-2026	9-3-2026	6-4-2026	11-5-2026	8-6-2026	13-7-2026	14-9-2026	5-10-2026	9-11-2026	7-12-2026	4-1-2027
	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	9-2-2026	9-3-2026	6-4-2026	11-5-2026	8-6-2026	13-7-2026	14-9-2026	5-10-2026	9-11-2026	7-12-2026	4-1-2027
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	9-2-2026	9-3-2026	6-4-2026	11-5-2026	8-6-2026	13-7-2026	14-9-2026	5-10-2026	9-11-2026	7-12-2026	4-1-2027
	Doctoral Jury Promoter	The jury members have four weeks to assess the thesis and return the assessment form with remarks to the Faculty (phdmanagement_dsst@uhasselt.be) with the promoter in copy. If all jury members agree with the content of the thesis (accepted without revision or accepted with minor revision), the promoter delivers them to the doctoral student.	1 month	28-1-2026	11-3-2026	8-4-2026	6-5-2026	10-6-2026	8-7-2026	12-8-2026	14-10-2026	4-11-2026	9-12-2026	6-1-2027	3-2-2027
	Promoter	The promoter determines the final date and time of the public defence and informs the faculty secretariat.		28-1-2026	11-3-2026	8-4-2026	6-5-2026	10-6-2026	8-7-2026	12-8-2026	14-10-2026	4-11-2026	9-12-2026	6-1-2027	3-2-2027
	Doctoral Candidate	After approval by the doctoral jury, the doctoral candidate implements the adaptations in consultation with the promoter.	2 weeks	11-2-2026	25-3-2026	22-4-2026	20-5-2026	24-6-2026	22-7-2026	26-8-2026	28-10-2026	18-11-2026	23-12-2026	20-1-2027	17-2-2027
	Promoter	The promoter verifies whether or not the doctoral candidate has complied with all the agreed-upon comments.		11-2-2026	25-3-2026	22-4-2026	20-5-2026	24-6-2026	22-7-2026	26-8-2026	28-10-2026	18-11-2026	23-12-2026	20-1-2027	17-2-2027
	Doctoral Candidate	The doctoral candidate informs the jury members of the changes that have been made.		11-2-2026	25-3-2026	22-4-2026	20-5-2026	24-6-2026	22-7-2026	26-8-2026	28-10-2026	18-11-2026	23-12-2026	20-1-2027	17-2-2027
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.		25-1-2026	8-3-2026	5-4-2026	3-5-2026	10-7-2025	10-7-2025	9-8-2026	11-10-2026	1-11-2026	6-12-2026	3-1-2027	31-1-2027
	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.		28-1-2026	11-3-2026	8-4-2026	6-5-2026	10-6-2026	8-7-2026	12-8-2026	14-10-2026	4-11-2026	9-12-2026	6-1-2027	3-2-2027
	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)		1-2-2026	15-3-2026	12-4-2026	10-5-2026	17-7-2025	17-7-2025	16-8-2026	18-10-2026	8-11-2026	13-12-2026	10-1-2027	7-2-2027
	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).		8-2-2026	22-3-2026	19-4-2026	17-5-2026	24-7-2025	24-7-2025	23-8-2026	25-10-2026	15-11-2026	20-12-2026	17-1-2027	14-2-2027
	Doctoral Candidate	Send invitations for the defence to the members of your own faculty/research group, contacts, network, family, etc.		8-2-2026	22-3-2026	19-4-2026	17-5-2026	24-7-2025	24-7-2025	23-8-2026	25-10-2026	15-11-2026	20-12-2026	17-1-2027	14-2-2027
	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.		8-2-2026	22-3-2026	19-4-2026	17-5-2026	24-7-2025	24-7-2025	23-8-2026	25-10-2026	15-11-2026	20-12-2026	17-1-2027	14-2-2027
	Doctoral Candidate	Submit the document 'Press coverage PhD research' to nieuws@uhasselt.be and tine.cox@uhasselt.be (in copy). (see step 6 of the step-by-step plan/year 4).		22-2-2026	5-4-2026	3-5-2026	31-5-2026	7-8-2025	7-8-2025	6-9-2026	8-11-2026	29-11-2026	3-1-2027	31-1-2027	28-2-2027
	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 at the defence. Sending a digital thesis is adequate.		1-3-2026	12-4-2026	10-5-2026	7-6-2026	14-8-2025	14-8-2025	13-9-2026	15-11-2026	6-12-2026	10-1-2027	7-2-2027	7-3-2027
	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!		8-3-2026	19-4-2026	17-5-2026	14-6-2026	21-8-2025	21-8-2025	20-9-2026	22-11-2026	13-12-2026	17-1-2027	14-2-2027	14-3-2027
	Doctoral Candidate	Latest possible doctoral defence date.		7-12-2026	18-1-2027	15-2-2027	15-3-2027	19-4-2027	17-5-2027	21-6-2027	23-8-2027	13-9-2027	18-10-2027	15-11-2027	13-12-2027